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The NRC Guide to Training Opportunities

ORIGINAL

OFFICE OF ADMINISTRATION
Management Development and Training Staff

1984

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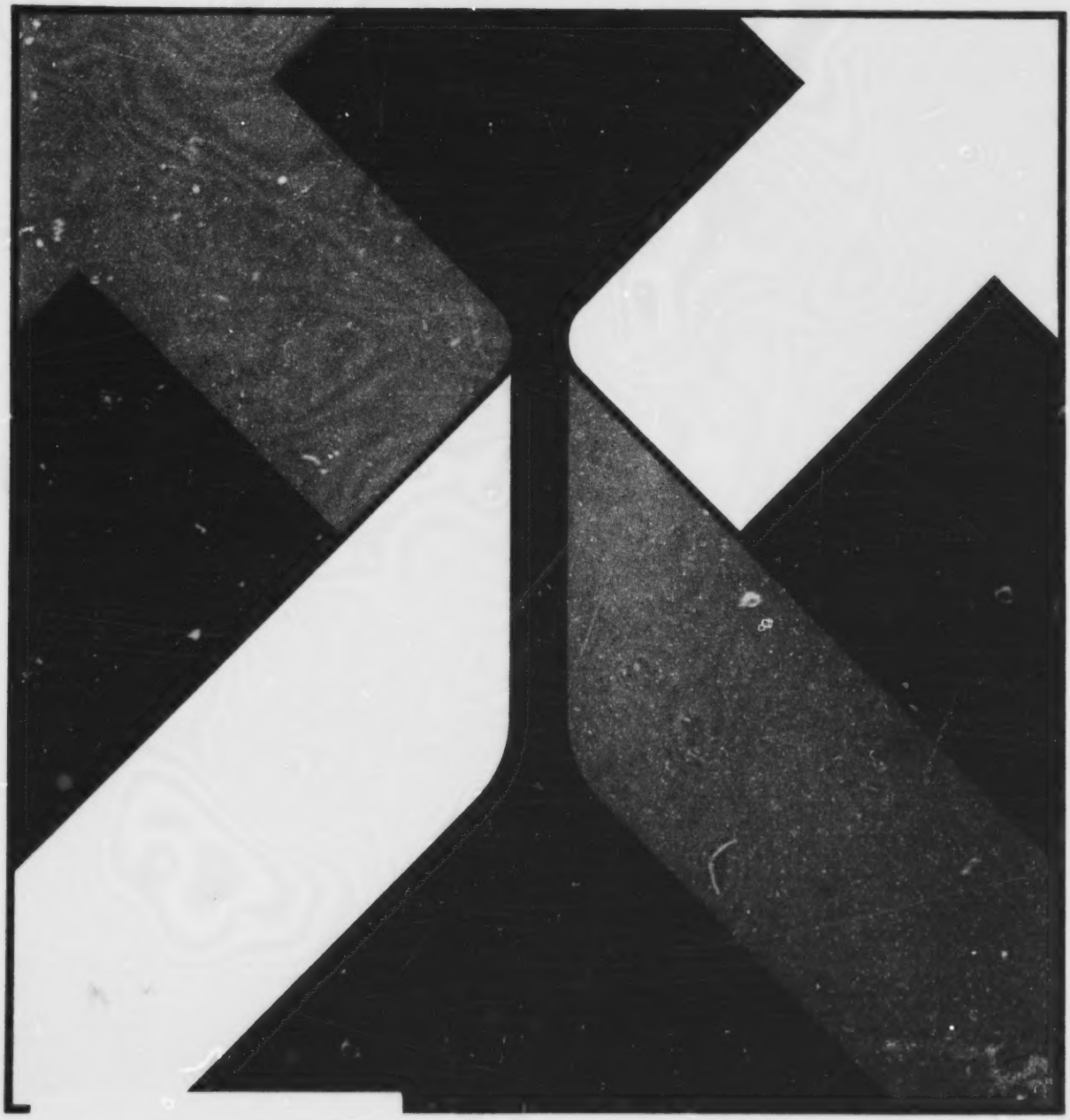

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Introduction

July 1984

This sixth edition of the Guide to Training Opportunities covers training information effective to the publication data.

It has been designed to be used by all NRC employees for basic information purposes in the area of NRC-sponsored training opportunities. It should also assist management in developing training plans for their employees and serve as a guide in obtaining this training.

Comments and suggestions for corrections, changes, and any additional information for inclusion should be sent to Lillian van Santen, MDTS, Mail Stop MNBB 4100.

Peter J. Goldman, Director
Management Development and Training Staff
Office of Administration

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The Nuclear Regulatory Commission

Guide to Training Opportunities

OFFICE OF ADMINISTRATION

Management Development and Training Staff

1984

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SECTION I

GENERAL INFORMATION

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SECTION I
GENERAL INFORMATION

POLICY

It is the NRC training policy to provide, within available funding, the maximum feasible amount of training to the broadest spectrum of employees at both government and non-government facilities. The purpose of this training is to improve employee job performance, prepare employees for future duties and to support the NRC's commitment to EEO and upward mobility principles. This policy encourages managers at all levels to recognize the training and development needs of their personnel within the context of the agency's overall requirements. In carrying out this policy, there are certain laws and regulations which govern.

Statutorily, we can and do authorize training which is relevant to the performance of an employee's current or future duties. As a matter of policy, if appropriate and full justification of relevancy is provided and funds are available, NRC will authorize the training requested according to the provisions of the Government Employees Training Act and Chapter 410 of the Federal Personnel Manual. It is required that there be an apparent or documented relation between the training being provided and the duties of the employee or the needs of the agency.

NRC announcement No. 147, September 30, 1977, established the Management Development and Training Staff (MDTS) reporting to the Director, Office of Administration.

Chapter 4150 of the NRC manual describes NRC's training policy and procedures. Appendices to the Chapter cover the Intern, Upward Mobility, and Executive Development Programs.

1. NRC <u>will not pay</u> for books unless they are integral to course costs.

2. NRC <u>cannot pay</u> for expenses related to obtaining a degree (i.e., thesis costs, higher tuition costs for degree candidates, etc.).

3. NRC <u>will not pay</u> for occupation certifications (i.e., CPA, CSS, PE, etc.) except as specifically authorized by the Director of Administration. Courses leading to such certification may be authorized if job relevancy criteria are satisfied.

4. NRC <u>will reimburse</u> an employee for training expenses <u>provided</u> the training was approved and authorized by MDTS before it began.

5. Proof of attendance must be provided to MDTS upon completion of all reimbursed training.

6. NRC <u>will authorize</u> training in fundamental skills for lower-graded employees.

7. MDTS does not monitor requests for training to assure participants get into courses except for special programs such as: Federal Executive Institute (FEI), Executive Seminar Courses, Brookings, and Harvard.

8. MDTS nominates individuals. Facility determines acceptance.

9. If trainee cannot take the requested training, MDTS should be notified by the Training Coordinator.

10. All cancellations should be made through the Training Coordinator to MDTS and in sufficient time so as to avoid payment by NRC. If impossible, a substitute should be found by the Office obligating the training.

11. Once MDTS authorizes a particular course, no changes are allowed without first checking with MDTS.

12. All requests for training should be submitted to MDTS at <u>least one month</u> (earlier, if possible) <u>prior</u> to requested date of desired training.

13. Employees <u>must</u> evaluate all government-paid training within two weeks after completion of training. Such evaluations are sent to MDTS through the training coordinator, as noted on NRC Form 368a "Evaluation of Training."

14. Travel expenses are not paid unless training is scheduled during employee's regular hours of work.

15. Training is <u>not</u> authorized for COOPs and summer hires.

16. Training is authorized for permanent part-time employees.

17. For further information, check NRC Manual Chapter 4150.

GENERAL CATEGORIES OF NRC TRAINING

<u>Nontechnical Training</u>

Training in educational or functional areas that neither requires nor involves significant knowledge or skill in scientific, engineering or technical disciplines. Training in this category ranges from basic skills for secretarial and clerical personnel to advanced management training and executive development courses.

Technical Training

This category includes the scientific, engineering and/or other technical training that is customarily offered by universities and other private and government scientific and training facilities. The objective of such training is mastery of the general and specialized principles of the individual technical disciplines.

"Specialized" Technical Training

This category contains intra-NRC training presently conducted by the Office of Inspection and Enforcement to satisfy that Office's requirements to: (1) train inspectors; and (2) provide all in-house training in reactor systems technology required by other NRC offices. The inspector training is primarily concerned with nuclear power plant design and operation and the principal construction technologies (welding, concrete, electrical, etc.), as they relate to the inspection of construction and operations activities at nuclear power facilities.

Nontechnical, technical, purposes of and types of training are defined by the Office of Personnel Management in Federal Personnel Manual Chapter 290. The current definitions are stated here for convenience.

PURPOSES OF TRAINING

1. Program/mission change

   Training to provide the knowledge or skills needed as a result of change in agency mission, policies, programs, or procedures, e.g., training provided social workers to acquaint them with new policies and procedures affecting the eligibility for, or benefits to be accorded welfare recipients.

2. New technology

   Training to provide the knowledge or skills required to keep abreast of developments in the employee's occupational field or in a related field; e.g., training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state of the art."

3. New work assignment

   Training to provide the knowledge and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.

4. Improve present performance

   Training to provide the knowledge or skills needed to improve or maintain proficiency in present job, e.g., training provided typists to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries. (Note: Refresher training is to be included here.)

5. Future staffing needs (Management and Supervision)

   Training to provide the knowledge and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement, or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc.

6. Development of unavailable skills (Product Training)

   Training to provide the knowledge or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, e.g., Air Traffic Controller or Taxpayers Service Representative training.

TYPES OF TRAINING

1. Executive and management

   Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.

2. Supervisory

   Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision work planning, scheduling, and review; and performance evaluation.

3. Legal, medical, scientific or engineering

   Education or training in the concepts, principles, theories or techniques of such disciplines as law and medicine; the physical, biological, natural, social or behavioral sciencies; education; economics; mathematics and statistics; architecture; engineering; or foreign affairs.

4. Administration and analysis

   Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity;

logistics; finance; systems analysis; policy, program, or management analysis; or planning.

5. Specialty and technical

   Training of a specialized or technical nature in the methods and techniques of such fields as investigation, security, police science, supply, procurement, transportation, air traffic control, computer programming, languages, or medical, legal, or scientific support work.

6. Clerical

   Training in clerical skills such as typing, shorthand, keypunch or computer operating, letter writing, filing, or telephone techniques.

ADMINISTRATION

The Nuclear Regulatory Commission established the functionally separate Management Development and Training Staff (MDTS), reporting to the Director, Office of Administration, effective October 9, 1977.

The Management Development and Training Staff:

Plans, develops, implements and monitors a comprehensive, agency-wide executive and management development program. This includes agency-wide and individual office programs for development of both new and experienced managers; rotational programs for technical and management professionals; programs to improve management development and training opportunities for women and minority employees; the agency-wide intern program and a wide spectrum of training courses which cover the needs of all employees. These courses are available at government installations, colleges, junior colleges, other training institutions and in-house NRC courses.

Prepares and justifies the annual overall NRC management development budget, consulting with the Director, Office of Administration, other NRC offices, and the Commissioners, as appropriate.

In considering the development of training budgets and the order for satisfying training needs, the following priority of training will generally apply:

1. Training that must be accomplished in the ensuing fiscal year to prevent a direct adverse effect on mission accomplishment. This includes training which is required by skilled employees through development programs and if deferred beyond the ensuing fiscal year will have an adverse effect on mission accomplishment in the period following.

2. Training that is required to provide for systematic replacement of skilled employees through developmental programs and which if deferred beyond the ensuing fiscal year will have an adverse effect on mission accomplishment in the period following.

3. Training that is not required for an employee to perform at an acceptable level of competence, but which may increase his or her efficiency and productivity and enhance the employee's opportunity for advancement in the agency. This training will be accomplished, but generally after the foregoing needs have been met.

Training Coordinators

Each NRC Office has a Training Coordinator who has the responsibility for:

- Coordinating training activity
- Advising MDTS of training needs
- Implementing individual and office training requirements by providing lists of courses to employees and supervisors

A List of Training Coordinators is given on the next page.

SOURCES OF TRAINING COURSES

Training courses administered by MDTS fall generally into three areas:

1. MDTS courses which are conducted by NRC personnel or by contractors under MDTS supervision. Usually, the MDTS courses are conducted "in-house" in Rooms 342 and 343 at 8120 Woodmont Avenue, Bethesda, or in conference rooms of other buildings occupied by NRC, or at a conveniently located public facility.

2. Interagency courses which are conducted by other Federal or State agencies, Interagency courses are usually held in training rooms belonging to the particular agency or at a conveniently located public facility.

3. Non-government courses which are conducted by universities, colleges, junior colleges, local high schools, privately funded foundations, and commercial training institutions or facilities. Non-government courses are usually held in training rooms or classrooms which are the property of or leased by the institution providing the training.

Regardless of which agency or institution conducts a course, nomination of NRC employees is arranged by MDTS. The facility notifies

ipants of time, date, and location, as soon as arrangements are completed. Participants must formally register for all local university courses.

APPLICATION FOR TRAINING

The procedure for making an application for training varies according to course sponsor.

TRAINING COORDINATORS

OFFICE	NAME*	TELEPHONE	MAIL STOP
OCM	Pat Sullivan	43327	H-1021
ACRS	Austin L. Newsom	43315	H-1016
ASLBP	Nancy Merkel	27816	EW-439
ASLAP	Jeanne Shoemaker	27663	EW-529
OGC	Sadie Sproles	43224	H-1047
SECY	Mac McGregor	43107	H-1149
OIA	Ann Bowden	27301	EWS-461A
OPE	Jo Ann Kundman	41427	H-1015
OI	Polly Schofield	27246	EWS-434
OPA	Gladys Ordaz	27715	MNBB-3709
OCA	Gigi Rammling	41443	H-1159
EDO	Margo Bridgers	27585	MNBB-6209
ADM	Janis Dambly	28120	MNBB-2100
ELD	Ann Stotler	27555	MNBB-9604
RM	C. A. Beckwith	28184	MNBB-12109
IP	David Meyers	24725	EWS-414
SP	Carolyn Duggans	29870	AR-5303
AEOD	Ron Becker	24490	EWS-263A
OSDBU/CR	N. Barber	27697	MNBB-7203
NMSS	George Beveridge	74072	SS-958
NRR	Debbie Gregory	27628	P-433
RES	Betty Cianci	74632	SS-1130
IE	Dawn Moss	24916	EW-359
R:I	Vacant		
	Lynn Broadwater	437-1386	Region I
R:II	Vacant		
	Lucy Millines	242-4117	Region II
R:III	Dorothy Carroll	388-5533	Region III
R:IV	Karen E. League	728-8273	Region IV
	Norma Gardner	728-8143	Region IV
R:V	Kathleen Hammill	463-3743	Region V
	Nancy Houston	463-3798	Region V
RTC/TN	Rick Hasselberg	(615) 899-5454	D/RTC
	Irene Haycraft	852-8121	D/RTC

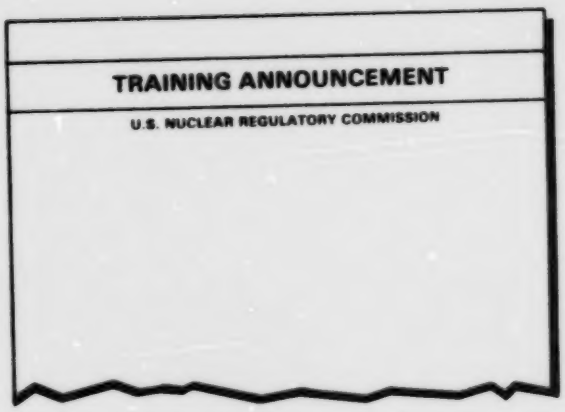
*The names on this list are subject to change. A current list is maintained at all times by MDTS.

To sign up for in-house courses:

1. Course availability is generally promulgated by Training Announcements (sample shown below): Complete the form to indicate interest, supervisor approval, employing office, and other pertinent information.

2. Courses are conducted on an "Invitation" basis. These are courses for employees who are required to understand a particular process. Announcements are made to Training Coordinators, who in turn request nominations from supervisors in their Office.

For all other courses: A Training Request (NRC Form 368 sample form shown on the next page) must be completed by the employee and forwarded to the MDTS through his/her supervisor and the office training coordinator.

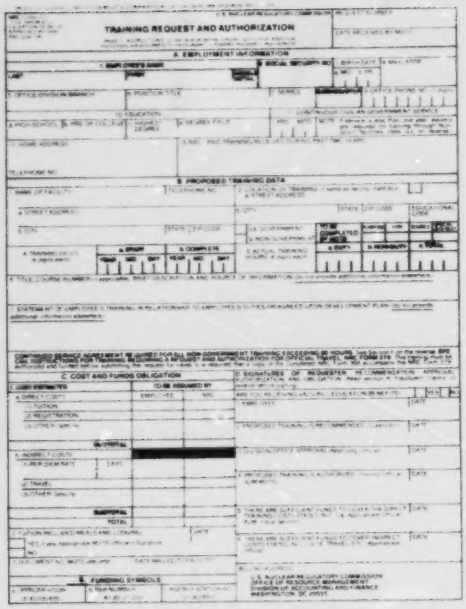


TRAINING ANNOUNCEMENT

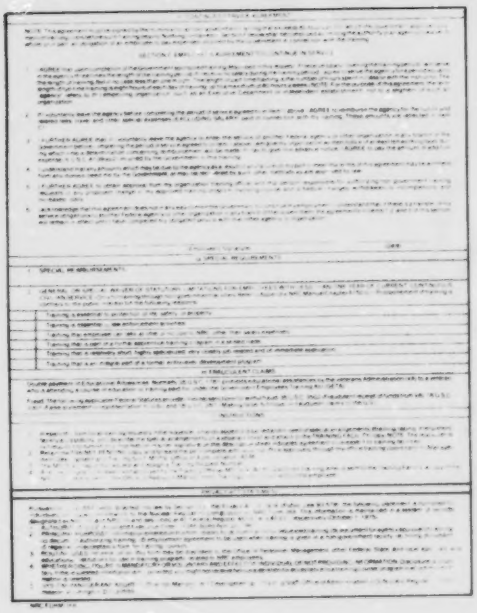
U.S. NUCLEAR REGULATORY COMMISSION

A description of how the Form 368 is used to request, approve, authorize, obligate, and record training is given below:

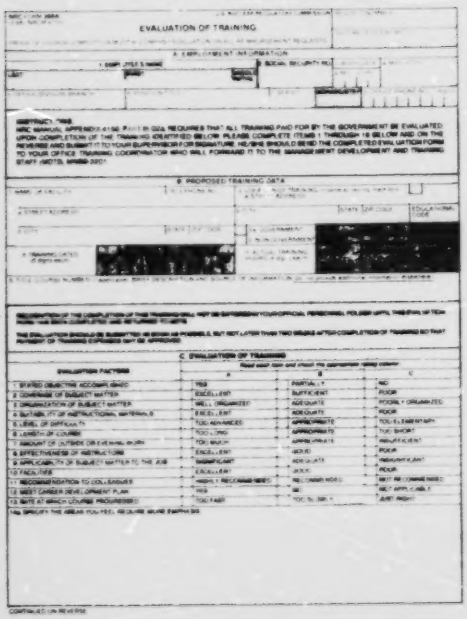
- Initiated by employee - all questions on form must be answered. Social Security number must be given by employee.
- Approved and signed by supervisor.
- Approved and signed by Division Director of designated Office approving official.
- Sent to MDTS, where it is date stamped and assigned a training request number.
- Training is authorized by MDTS.
- Funds are obligated by ADM/Fiscal Section.
- Returned to MDTS for processing to training facility.
    1. Except for OPM, which only gets a copy of Form 368, a form letter and a copy of Form 368 are sent to the training institution, authorizing training and giving billing instructions.
    2. A request for evaluation of training (Form 368A) is sent to the Office Training Coordinator for the employee, along with a copy of the 368 (see Form 368A on next page).


TRAINING REQUEST AND AUTHORIZATION

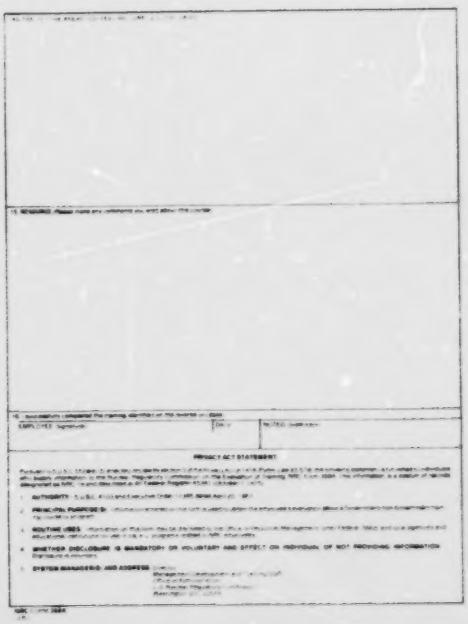
NRC Form 368, page 1



NRC Form 368, page 2


EVALUATION OF TRAINING

NRC Form 368A, page 1



NRC Form 368A, page 2

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After completion of the training

1. The employee should evaluate the training as soon as possible, but not later than two weeks after completion of the course.

2. Upon receipt of the evaluation, MDTS will send a copy to O&P for updating of the employee's official personnel folder (OPF) to include the completed training.

OFFICE OF PERSONNEL MANAGEMENT TRAINING

The Office of Personnel Management (OPM) is charged with administering training over a wide variety of non-technical (scientific) disciplines. It issues a Training Catalog with brief course descriptions that has been made available to the Training Coordinators in each NRC Headquarters office.

The course listings are arranged somewhat differently than the listing in this Guide to Training Opportunities. However, the manner of listing in the catalog may facilitate the task of locating the specific area in which training is desired. (Page number refers to page number in the OPM catalog.)

Nominations for training should be typed on NRC Form 368.

The mailing address of the OPM facility should be typed (as shown below) in all capital letters without punctuation (in the facility box) so the training request can be sorted automatically by the Postal Service.

OFFICE OF PERSONNEL MANAGEMENT
(ENTER NAME OF TRAINING CENTER) WED
P O BOX 7230
WASHINGTON DC 20044

The mailing address for Government Affairs Institute (GAI) and the Washington Management Institute (WMI) is as follows:

OFFICE OF PERSONNEL MANAGEMENT
(ENTER NAME OF INSTITUTE)
P O BOX 988
WASHINGTON DC 20044

Nominations should be received by OPM at least two weeks before the course begins. Nominations can sometimes be accepted up to the beginning of the course; so, if the nomination deadline has passed, call the center to see if there may still be room.

The cancellation deadline is one week before the start of the course. It is the latest date nominations may be canceled without charge to an agency. If an emergency arises and the agency cancels after the deadline, the agency will be billed. The nomination will then be held for the next course on a space-available basis. The applicant will be notified by OPM, and should report to class only after notification.

For other information on courses in the catalog, agency-specific courses available from the centers, or other services available, call the appropriate Washington, D.C., training center. The telephone numbers are:

Center for Information Management and Automation (CIMA).....(202) 632-5650
Labor and Employee Relations Training Center (LERTC).....(202) 632-4410
Management Sciences Training Center (MSTC).....(202) 632-5600
Personnel Management Training Center (PMTC)
- Training and Development, and Training Assistance.....(202) 254-6940
- EEO and General Personnel Management.....(202) 632-9772
- Personnel Staffing and Position Classification.....(202) 254-8020

Supervisory Development Center (SDC)
- Supervision.....(202) 254-3211
- Communications and Office Management.....(202) 632-6047

Government Affairs Institute (GAI).....(202) 632-5662
Washington Management Institute (WMI).....(202) 632-5671

REGIONAL TRAINING CENTERS

Courses identical or similar to those listed in this catalog are available through OPM's regional training centers. Call the appropriate regional office for the center's schedule and program content:

Regional Office	Places Served
Eastern Region U.S. Office of Personnel Management Federal Building 26 Federal Plaza New York, New York 10007 FTS 264-0460	New York, New Jersey, Puerto Rico, Virgin Islands
Great Lakes Region U.S. Office of Personnel Management Federal Office Building 29th Floor 230 S. Dearborn Street Chicago, Illinois 60604 FTS 353-2919	Minnesota, Michigan, Wisconsin, Ohio, Illinois, Indiana
Mid-Atlantic Region U.S. Office of Personnel Management 600 Arch Street Philadelphia, Pennsylvania 19106 FTS 597-2527	Virginia, Pennsylvania, West Virginia, Maryland, Delaware
Mid-Continent Region U.S. Office of Personnel Management 300 Old Post Office Building 815 Olive Street St. Louis, Missouri 63101 FTS 279-4274	Iowa, Nebraska, Kansas, Missouri
New England Region U.S. Office of Personnel Management Post Office and Courthouse Building Boston, Massachusetts 02109 FTS 223-5786	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island
Northwest Region U.S. Office of Personnel Management New Federal Building 26th Floor 915 2nd Avenue Seattle, Washington 98174 FTS 399-7193	Alaska, Washington, Oregon, Idaho
Rocky Mountain Region U.S. Office of Personnel Management Denver Federal Center Building 20 Denver, Colorado 80225 FTS 234-2304	Wyoming, Montana, Utah, Colorado, North Dakota, South Dakota
Southeast Region U.S. Office of Personnel Management 75 Spring Street, S.W. Atlanta, Georgia 30303 FTS 242-3488	Kentucky, North Carolina, South Carolina, Alabama, Mississippi, Georgia, Florida, Tennessee
Southwest Region U.S. Office of Personnel Management 1100 Commerce Street Dallas, Texas 75242 FTS 729-8245	New Mexico, Texas, Oklahoma, Arkansas, Louisana

Western Region
U.S. Office of Personnel Management
2nd Floor
120 Howard Street
San Francisco, California 94105
FTS 454-7700

Arizona, California, Hawaii, Nevada (Region also covers Pacific Ocean area)

The NRC Guide indicates additional opportunities for training other than OPM. The course listings are provided to assist NRC employees in their efforts to obtain appropriate training.

CENTER FOR INFORMATION MANAGEMENT AND AUTOMATION (CIMA)

Automatic Data Processing (202) 632-5650

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25 Automated Accounting Systems
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42 Computer Auditing and Control
33 Computer Programming for Users/Managers
38 Computer Resources Management
41 Computer Security and Risk Management
39 Computer Technology Update for Users/Managers
36 Data Base/Data Communications Systems Design (An Advanced Course)
35 Data Base Management Systems
38 Data Entry/Source Automation and Computer Output Devices
47 Data Gathering Techniques
41 Data Processing Project Management
36 Decision Logic Table Workshop
36 Design of Automated Data Bases for Users/Managers
50 Design of Computerized Management Information Systems
50 Distributed Data Processing
51 Documentation and Flowcharting Techniques
44 Executive Seminar in ADP and Information Technology
32 FORTRAN Programming Techniques
43 Fundamentals of ADP for Computer Specialist Trainees
30 Fundamentals of ANS COBOL
34 Fundamentals of Data Communications
33 Fundamentals of PL/I
29 Fundamentals of Programming Logic Development
26 Implementing an Automated Personnel System
42 Introduction to ADP
46 Introduction to ADP Systems Analysis
29 Introduction to COBOL Programming
34 Introduction to Computer File Structures and Data Base Design
27 Introduction to Computer Operation
28 Introduction to Job Control Language
44 Management Introduction to ADP
27 Operating Computer Peripheral Equipment
27 Operating Computer Systems
32 Programming in BASIC
40 Security and Privacy of Computer Systems
39 Seminar in Advanced Computer Systems Technology
40 Seminar in Computer Systems Evaluation and Procurement
37 Seminar on Minicomputers
48 Statistical Approaches to Data Analysis
48 Systems Analysis for Computer Programmers
35 Systems Design Considerations in an On-Line Environment
51 Systems Workshop for Computer Specialists
28 Tape/Disk Librarian Functions
30 Workshop in COBOL Programming

LIBRARY AUTOMATION
97 Automated Bibliographic Data Bases
98 Current Technology in Automated Libraries
96 Indexing and Abstracting for ADP Information Systems
96 Seminar in Library Automation
97 Storage and Retrieval Techniques

SUPERVISORY DEVELOPMENT CENTER

Communications (202) 632-6047

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54 Improved Service to the Public
55 Word Processing for Managers

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62 Effective Communications for Managers
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63 Managing Other People's Writing
63 Successful Teamwork: How Supervisor and Secretaries Achieve It
64 Techniques of Negotiating

LISTENING
60 Effective Listening and Memory Development

READING
59 Accelerated Reading

SPEAKING
60 Effective Briefing Techniques
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Secretarial/Clerical (202) 632-6047

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191 Office Management
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193 Secretarial Productivity Through Individual Leadership
193 Secretarial Techniques
194 Seminar for Executive Secretaries
194 Shorthand Refresher
194 Stress Management for Secretaries
195 Telephone Techniques: The Communication Connection
196 Time Management for Secretaries
196 Word Processing: A Clerical/Secretarial Orientation

Supervision (202) 254-3211

198 Administrative Officers Seminar
198 Advanced Administrative Officer Seminar
199 Advanced Understanding and Managing Human Behavio
199 Assertiveness Skills for Supervisors
200 Basic Management Techniques
200 Creative Problem Solving
201 Developing Positive Relationships with Superiors
201 Freedom of Information Act and Privacy Act Workshop
202 Interaction Management
202 Interviewing for Supervisors
203 Introduction to Supervision
203 Lateral Thinking (Advanced Creative Problem Solving)
204 Leadership and Women
204 Management of Time
205 Performance Appraisal: Counseling and Feedback
205 Power and Influence: Positive Forces in Productivity
206 Problem Solving and Decision Making
206 Scientists and Engineers: A Management Institute
207 Stress Management for Supervisors and Managers
207 Successful Implementation of the Freedom of Information Act and the Privacy Act
208 Supervision and Group Performance
208 Supervision and Personal Skills
209 Supervisory Update: (The Supervisors' Institute: No Limits to Growth)
209 The Supervisor and the Function of Planning
210 Understanding and Managing Human Behavior
210 Working with Individual Behavior

Office Automation (202) 632-4184)

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121 Word Processing for Managers

GOVERNMENT AFFAIRS INSTITUTE
(202) 632-5662

Congressional Operations and Public Policy

69 Congressional Briefing for Administrative, Technical and Support Personnel--Congressional Update Series
70 Congressional Operations Institute
75 Congressional Update Series: Accountability and the Federal Employee
73 Congressional Update Series: Congress, the Economy and the Budget
74 Congressional Update Series: Congressional Leadership
74 Congressional Update Series: Foreign Policy, Military and National Security Issues - Administration Initiatives and the Congressional Agenda
66 Executive Interchange Series
72 Federalism: A New Emphasis
67 Government Operations Seminar
69 Government Regulation and Regulatory Relief
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OPM's National Independent Study Center (NISC), located at Building 20, Denver Federal Center, in Denver, Colorado 80225, assists government agencies in meeting their employee development and training needs through independent study. The following courses are offered to Federal employees throughout the nation:

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GRADUATE SCHOOL, U.S. DEPARTMENT OF AGRICULTURE, COURSES

The Graduate School, USDA, offers a wide range of courses. It is a nonprofit organization and receives no appropriated funds. Its principal source of support comes from tuition fees for the education and training services rendered.

The name Graduate School, USDA, was chosen in 1921, when the school was established. The name reflects who they are rather than describing what they do today. The school serves adults who have "graduated" from full-time schooling and who want to continue to learn and cope throughout life. The objective of the Graduate School, USDA, is to provide a dynamic continuing education program and thus help:

- Individuals improve job performance, further their careers, and enrich their lives
- Organizations increase their efficiency, effectiveness, and productivity

The school has 13 small course catalogs, broken down by category, and a schedule of classes for each semester. The catalogs are:

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NATIONAL INSTITUTES OF HEALTH COMPUTER CENTER PROGRAMS

The NIH Computer Center offers free to NRC employees on an availability basis a variety of computer-related courses in each of four terms (summer, fall, winter, spring) throughout the year. A full description of the program, including course description, nomination procedure, and grade requirements, can be found in the NIH Publication "Computer Training Courses and Seminars."

An NRC Training Request (Form 368) plus an NIH application (NIH Form 1533 (Rev 4-80)) should be prepared by each applicant for enrollment into these courses. Application forms for these courses may be found in the "Computer Training Courses and Seminars" brochure. All applications for the terms desired should reach NIH Computer Center Technical Information Office via ADM/MDTS by the 15th of June (summer), the 15th of September (fall), the 15th of December (winter), and the 15th of March (spring).

Before applying for a course, please read carefully the course description and prerequisites given in the "Computer Training Courses and Seminars" brochure. Be sure you meet all prerequisites and are able to set aside the time required for both the course lectures and the assignments.

If you are not already a registered user of the NIH Computer Facility with a set of initials and a NIH/DCRT account number, and the prerequisites state that this is required, you must apply for an NIH/DCRT account by submitting a completed Computer Facility Access Request to the Division of Data Automation and Management Information, Systems Support Branch (RM/DSS) before submitting your training request.

IBM 370 Courses

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10	Introduction to Programming and Program Logic
10	Elementary ANS COBOL
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15	Introduction to WYLBUR for Secretarial Applications, Section 2
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27 Let the Computer Work for You
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28 DEC-10 IBM 370 File Transferring
28 File Management Techniques
29 Debugging FORTRAN Programs
29 Making Posters with POSTER

SPECIAL FACILITIES AND PROGRAMMING AIDS

30 BRIGHT - A System for the Creation and Use of Data Tables
31 Creating Publication Quality Graphs with the Computer

SEMINARS

33 Introduction to DCRT
33 Chemical Kinetics and Equilibrium Modeling
34 Introduction to MLAB
34 Advanced MLAB Techniques
34 Image Processing at NIH
35 Introduction to Personal Computers I, Section 1
35 Introduction to Personal Computers II, Section 1

Self-Study Courses

The following self-study courses are also available. The course format is indicated with each title:

ABC - Assisted by Computer
AV - Audio-Visual
CA - Computer Aided
TB - Textbook

For further information see the "Computer Training Courses and Seminars" brochure.

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GENERAL CONCEPTS

39 Computing Systems Fundamentals - TB
39 The Color Computer - AV
39 Fundamentals of Programming - TB
39 Computers and Imagination - AV
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40 S/360 Assembler Language Coding - TB
40 Assembler Language Coding - AV
40 PL/I Programming - TB
41 ANS COBOL Essentials - AV
41 S/360 FORTRAN IV - TB
41 Introduction to BASIC - CA

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45 DECsystem-10 Monitor Commands - AV
45 DECsystem-10 Introductory Tutorials - CA

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46 Managing the Application Development Process - AV
46 Managing the Application Development Process: Project Reviews - WB
47 Managing Application Conversion Projects - WB
47 Information Systems Development and the Non-EPT Manager - AV

OPERATING SYSTEM - IBM/370

42 Introduction to System/360 - PI
42 VS Concepts - AV
42 VS2 Concepts and Facilities - AV
43 OS/VS Concepts and Facilities - AV
43 OS/VS JCL Coding - AV
43 OS/VS: OS/VS Using and Creating Procedures - AV
44 OS/VS Using Utility Programs - AV
44 Creating an OS/VS Program: Program Development - AV
44 Creating an OS/VS Program: Compiling, Link Editing and Executing a Program - AV
44 Creating an OS/VS Program: Program Error Analysis/Dubugging a Problem - AV

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SECTION II

IN-HOUSE TRAINING

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SECTION II
IN-HOUSE TRAINING

The following courses have been developed and are offered by MDTS for NRC employees in response to identified employee development needs.

COURSE NAME	TARGET GROUP	DESCRIPTION	HOURS
*ABC Beginning Shorthand	Secretaries and others who require shorthand	ABC shorthand theory and extensive practice exercises. Speed development and accurate dictation to 80 words per minute.	70
Briefing and Presentation Techniques	Managers, supervisors and employees giving presentations	Skills in organizing and presenting technical, general and management briefings. Practice in organizing and presenting technical, general, and management briefings.	16
Career Counseling	All employees on a space available basis	Career and life planning counseling to help in the development of more specific career and life goals, and the acquisition of skills for making career and life decisions.	4
Conducting and Participating in Meetings	Managers, professionals and paraprofessionals	Analyze roles and relationships of small group members in order to improve group effectiveness, understand verbal and non-verbal communications and interpersonal styles which contribute to effective meeting procedural activities and agenda setting.	16
Conflict Resolution	Managers, professionals and paraprofessionals	Ways to deal with conflict in a positive manner. Forces that generate conflict and consequences upon different employees. How to recognize and alter conflict resolution styles and benefit from a win-win problem-solving approach.	16
*Critical Elements and Performance Standards	Managers and supervisors only	Analyze individual position, define requirements, performance elements, determine critical and non-critical elements, establish performance standards.	8
Interviewing	Managers, supervisors and employees conducting interviews	Techniques for conducting an effective selection interview consisting of the planning, structure, strategy, and legal implications of interviewing.	
Management Workshop	Assistant Directors, branch chiefs, and other managers/ supervisors	Managing in a technical environment, leadership styles, planning, implementing, and controlling, accountability, delegation, and effective communications. Recommend this course be a follow-on roughly six-months after completion of Supervising Human Resources Course.	24
Managing Management Time	Managers, supervisors, project managers, and paraprofessionals	Analysis of how employees use time. Identification of personal strengths and weaknesses in use of time. Delegation as a key technique to managing time. Identification of specific "time wasters" and how to deal with them.	16

*Will be offered on an "as-needed" basis.

COURSE NAME	TARGET GROUP	DESCRIPTION	HOURS
NRC and Its Environment	Managers	Practical insights and managerial skill concerning Congressional, Executive, Judicial and other forces or special interests that impact upon NRC's policies, programs, priorities, and goals.	24
NRC Procurement Procedures	Project officers, and project managers of contracts or agreements, and work orders	Federal procurement law and policies, the acquisition process, role of the source evaluation panel, contract management.	24
*Nuclear Reactor Concepts	Non-nuclear professionals who need a better understanding of nuclear power plants and waste disposal	An overview in largely non-technical terms of the operation of a nuclear power plant, an informed layman's understanding of general reactor design, reactor safety systems and nuclear waste disposal.	16
*Objectives and Methods of Statistics	Statistical assistants and technicians as well as personnel in administrative are of work who prepare statistical products	The objectives and methods of statistics (science and art) and how they are achieved. A description and justification of the basic types of methods employed in statistical analysis, together with examples of managerial application.	60
*Office Procedures for New Clerical Employees	Clerical employees, with the emphasis on newly hired employees	A program designed to acquaint the new secretary with NRC procedures. Attendance mandatory for new clerical employees. Course is conducted by the Montgomery County Division of Adult Education on a continuing basis for all new hires.	8
*Organizational Effectiveness and Team Building	Managers, supervisors, and their staffs	Recognized methods of improving individual and team competance in problem solving, planning, decision-making, and communicating. How to bring about teamwork techniques.	16
Personnel Management Practices	Supervisors and management personnel	Role of the NRC supervisor in planning for, acquiring, developing, and utilizing employees to accomplish the work of the organization. Course includes information concerning laws, policies, regulations, and the procedural framework within which supervisors carry out their responsibilities as well as the role of O&P and MDTS.	24
Pre-Supervisory Orientation Program	Any non-supervisory employee	Provides a vehicle by which non-supervisory personnel may learn information useful in determining their career goals and a better understanding of the role of the first-level supervisor. Part I (correspondence home study) and Part II (in-house workshop) must be completed before certificate is given.	Part I, 40 Part II, 16
*Radiation Safety	Technicians and engineers	A program designed to provide certification and indoctrination in radiation safety to permit entry into restricted areas of NRC licensee facilities after a short site-specific indoctrination.	7

*Will be offered on an "as-needed" basis.

COURSE NAME	TARGET GROUP	DESCRIPTION	HOURS
The Regulatory Process	Managers and professionals/ paraprofessionals	Understanding the regulatory processes, legal requirements, and application of relevant statutes to licensing, rulemaking and inspection/ enforcement, and NRC's unique role in nuclear energy as an independent regulatory agency.	16
Stress Management	Managers and professionals/ paraprofessionals	Job stress factors and how they can be reduced, dealing with stress carriers, relaxation training. Coping with stress and reducing self-generated stress.	16
Stress Management	Secretaries	Job stress factors and how they can be reduced, dealing with stress carriers, relaxation training. Coping with stress and reducing self-generated stress.	16
Supervising Human Resources	Supervisors, branch chiefs and above	Role of NRC supervisor; understanding the supervisory functions of planning, organizing, and controlling; leadership style identification; motivation techniques and other practical supervisory tools related to NRC supervisory situations.	40
*Technical Writing	Personnel engaged in writing or reviewing reports, procedures, directives, and manuals, usually GS-09 and above	Ways to organize ideas into concise and meaningful sentences and then organize such sentences into unified logical paragraphs.	18

*Will be offered on an "as needed" basis.

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SECTION III

EXECUTIVE AND MANAGEMENT DEVELOPMENT COURSES

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SECTION III
EXECUTIVE AND MANAGEMENT DEVELOPMENT COURSES*

EXECUTIVE DEVELOPMENT

Executive Development training will be conducted, in general, under the auspices and guidance of the NRC Executive Resources Board (Executive Development Committee). Executive Development consists of the continued training in executive roles and management theory for incumbent NRC executives, members of the Senior Executive Service and their equivalents; and also provides for the training of participants in the NRC Senior Executive Services Candidate Development Program. The foregoing is directed by the Civil Service Reform Act of 1978. The courses and programs listed below include a wide variety of training and development opportunities that may be broadly categorized under the title, Executive Development. Some, but not all, of these courses and programs may ultimately require approval of the Executive Resources Board prior to attendance. In general, this listing should be used by incumbent executives and SES Candidate Program participants in considering the training and development needs to be incorporated in their individual development planning.

The courses listed are ones which answer the need for professional growth in NRC key executives. In addition to impacting on the technical, administrative, and human relations skills these executives need, the courses contribute to the growth of conceptual skills by exposing the executive to a spectrum of analytical perspectives on public policy issues and encouraging the formation of independent judgments.

By broadening the executive's knowledge of domestic and international policy issues, the courses increase awareness of the national and international environment in which public policy issues are defined and resolved, thus contributing to problem solving in the public policy area.

Overall, these courses are concerned with the larger values of American constitutional democracy: The pursuit of human dignity and rule of law.

As a consequence they ensure high-level competence, responsiveness and the identification with government as a whole by responsible executives in pursuit of national goals, objectives, and priorities.

The learning process is largely one of setting individual objectives, planning for their accomplishment, implementing individual learning programs, monitoring progress toward objectives, evaluation results, and formulating new or revised objectives.

*See also, Section II.

COURSE NAME	OPM	USDA	NIH	OTHER
Anticipating the Future		X		
Collective Bargaining for Labor Relations Executive Symposium	X			
Conference for Science Executives				Brookings
Conference for Senior Executives on Public Issues				Brookings
Executive and Managerial Coaching for Improved Performance	X			
Executive Development Seminar (For Agency's XD Program Participants only.)	X			
Executive Interchange Series	X			
Executive Leadership Forums on Critical Public Policy Issues				Brookings

COURSE NAME	OPM	USDA	NIH	OTHER
o National Energy Policy: Progress and Prospects				Brookings
o Science, Technology and the Future: Key Policy Issues				Brookings
o Reforming the Regulatory Process				Brookings
Executive Leadership Performance on Skills				FEI**
Executive Leadership Seminar	X			
Executive Seminar in ADP and Information Technology	X			
Follow-on Conference for Graduates of Senior Executive Education Program				FEI**
Human Resource Management				Harvard
Human Resource Management Hearing Process (GAI)*	X			Harvard
Ideas and Authors: Public Issues	X			
Institutional Environment of the Federal Executive (GAI)*	X			
Labor Relations Briefing for Executives		X		
Legislative Development Institute	X			
Legislative Operations Roundtable for Executives (GAI)*	X			
Legislative Tracking for Executives (GAI)*	X			
Management Development Program for Executives in Scientific and Engineering Organizations		X		
Management Development Program for Government Executives		X		
Personal Liability of Executives (GAI)*	X			
Policy Presentation Workshop for Federal Executives: Speaking Effectively in Public Forums on Public Issues (GAI)*	X			
Programs for Senior Managers in Government				Harvard
Public Policy Forum for Executives (GAI)*	X			
Regulatory Reform (GAI)*	X			
Seminar for Managerial and Executive Effectiveness (GAI)*	X			

*Government Affairs Institute.
**Federal Executive Institute.

MANAGEMENT

MDTS recognizes that as individuals with managerial responsibilities move up the ladder from relatively specialized activity to the handling of broader concepts and issues there is a need to update knowledge and to fill significant gaps in their understanding of complex policy decisions and management issues.

A program of management development can best be designed by each individual after consultation

with his or her supervisor. Courses selected should be those which in the opinion of the individual and the supervisor, will help accomplish career goals. The program should be one which will stimulate the individual to develop analytical skills that will enable him or her to cope with new and larger problems.

The courses listed have been selected to both supplement and broaden the specialized training and experience new or experienced managers have already had. They include material that will enable the manager to relate personal work experience to the framework of NRC's processes of policy formation and management.

The Office of Personnel Management's Management Sciences Training Center has developed a Program Management Training Curriculum. The ultimate objective is to develop skills which when applied on the job will increase the competency of the individual and thereby contribute to a more effective and efficient workforce.

The Program Management Training Curriculum provides learning opportunities for two primary audiences - program managers and their analytical staff. The following is a brief outline of the curriculum:

Courses Classified According to Management Experience

COURSE NAME	FACILITY	NO. OF DAYS
For Newly Appointed Managers and for Managers with Little or No Previous Management Training		
Effective Communications for Managers	OPM	2
Increasing Productivity Through Stress Management	USDA	2
Management Development Program for Government Executives	USDA	10
Management Workshop Program	NRC	3
Managerial Decision Making	OPM	4
Managing Management Time	NRC	2
Middle Management Institute	OPM	5
Modern Management and Supervision - Part I	USDA	5
Modern Management and Supervision - Part II	USDA	5
Modern Management and Supervision - Part III	USDA	3
Nuclear Reactor Concepts	NRC	2
Occupational Safety and Health	NRC	2
Personnel Manager Practices Seminar	NRC	3
Pre-Supervisory Orientation Program	NRC	3
Radiation Safety	NRC	1
Results-Oriented Management	OPM	4
Supervision and Group Performance	OPM	5
Supervision and Personal Skills	OPM	5
Task Force and Project Management	OPM	5
Technical Writing	NRC	2½
Understanding and Managing Human Behavior	OPM	3
*W.M.I.'s Seminar in Managerial Effectiveness	OPM	5

*Washington Management Institute (OPM).

COURSE NAME	FACILITY	NO. OF DAYS
For Experienced Managers		
Administration of Public Policy	ESC	
Advanced Creative Problem Solving, Lateral Thinking	OPM	2
Advanced Management Seminar (W.M.I.)*	OPM	5½
Advanced Results-Oriented Management	OPM	5½
Advanced Understanding and Managing Human Behavior	OPM	2
Briefing and Presentation Techniques	USDA	5
Conducting and Participating in Meetings	NRC	2
Conflict Resolution	NRC	2
Critical Elements and Performance Standards	NRC	1
Critical Issues and Decisions	USDA	2
Domestic Policies and Program	ESC	
Environmental Quality and Natural Resources	ESC	
Executive Development Seminar	ESC	
Executive and Managerial Coaching (W.M.I.)*	OPM	3
Executive Leadership and Management Program	FEI	15
Executive Seminar	NRC	2
Federal-State-Local Relations	ESC	
Interviewing Skills Workshop	NRC	2
Management Development for Government Executives in Scientific and Engineering Organizations	USDA	2
Management Development Program for Government Executives	USDA	10
Management Development Seminar	ESC	
Management of Scientific and Engineering Organizations (Technical Executives and Managers) (W.M.I.)*	OPM	5
Management Workshop	NRC	3
The Manager and Program Planning and Evaluation (W.M.I.)*	OPM	10
Managerial Decision Making (W.M.I.)*	OPM	4
Managing Management Time	NRC	2
National Economy and Public Policy	ESC	
NRC and Its Environment	NRC	3
Organizational Design Analysis and Development	OPM	5
Organization Development and Multi-Team Building	NEI	5
Organizational Effectiveness and Team Building	NRC	3
Personnel Management Practices	NRC	3

*Washington Management Institute (OPM)

COURSE NAME	FACILITY	NO. OF DAYS
Public Program Management	ESC	
Results-Oriented Management (W.M.I.)*	OPM	4
Science, Technology and Public Policy	ESC	
Stress Management for Managers and Supervisors	NRC	2
Supervising Human Resources	NRC	2
Supervision and Group Performance	OPM	5
Task Force and Project Management (W.M.I.)*	OPM	5
The Regulatory Process	NRC	2
Understanding and Managing Human Behavior	OPM	3
*W.M.I.'s Advanced Management Seminar	OPM	5½
*W.M.I.'s Executive and Managerial Coaching	OPM	3
*W.M.I.'s Executive Leadership Seminar	OPM	3
*W.M.I.'s Seminar in Executive and Managerial Effectiveness	OPM	5½

COURSE NAME	FACILITY	LENGTH OF COURSE
Long-Term Training for Managers		
Advanced Management Program	Harvard	13 weeks
Fellowship in Congressional Operations	APSA	10 months
Legis Fellows Program	OPM	5 months
National Security Resource Management and Mobilization	ICAF*	10 months
President Executive Interchange Program	OPM	1 year

*Industrial College of the Armed Forces.

COURSE NAME	OPM	USDA	OTHER
Introductory Courses			
Basic Communication Skills	X		
Basic EEO Counseling	X		
Basic Employee Relations	X		
Bargining Strategies and Tactics of Collective	X		
Basic Labor Relations	X		
Basic Management Techniques	X		
Basic Position Classification	X		

COURSE NAME	OPM	USDA	OTHER
Basic Staffing and Placement	X		
Briefing Techniques		X	
Cost Esimating Techniques	X		
Computer Programming for Users/Managers	X		
Education for Public Management	X		
Effective Communications for Managers	X		
Effective Delegation			U. Mich.
Ideas and Authors - Management and Organization	X		
Introduction to Personnel Management	X		
Labor Relations Briefing for Executives	X		
Labor Relations for Supervisors and Managers	X		
Management Decision Making	X		
Management Introduction to ADP	X		
The Manager and Program Planning	X		
Management Workshop			NRC
Manager's Role in EEO	X		
Managing Management Time	X	X	NRC
Managing Other Peoples Writing	X		
Middle Management Institute	X		
Personnel Management Practices			NRC
Task Force and Project Management	X		
Results-Oriented Management	X		
Scientists and Engineers: A Management Institute	X		
Seminar in Executive and Managerial Effectiveness	X		
Courses for Experienced Managers			
Administrative Officers Seminar	X		
Administrative Processes for Resolving Employee-Employer Differences	X		
Advanced Administrative Officers Seminar	X		
Advanced Creative Problem Solving - Lateral Thinking	X		
Advanced Management Seminar	X		
Advanced Results-Oriented Management	X		
Advanced Understanding and Managing Human Behavior	X		
Adverse Actions	X		
Assertiveness Skills for Supervisors	X		

COURSE NAME	OPM	USDA	OTHER
Briefing Techniques and Presentation	X		NRC
Collective Bargaining Strategies and Tactics of Negotiations	X		
Conducting and Participating in Meetings	X		NRC
Conflict Resolution			NRC
Cost Concepts for Managers and Analysts	X		
Creative Problem Solving	X		
Critical Elements and Performance Standards			NRC
Critical Issues and Decisions		X	
Developing Positive Relationships with Supervisors		X	
Effective Space Management and Utilization	X		
Ideas and Authors	X		
Introduction to Office Automation	X		
Management of Scientific and Engineering Organizations	X		
Management Workshop			NRC
The Manager and Program Planning and Evaluation	X		
Managerial Decision Making	X		
Manager's Role in EEO	X		
Managing Management Time	X	X	NRC
Measuring Efficiency in Government	X		
NRC and Its Environment			NRC
Personnel Management for Managers and Supervisors: A Workshop	X		
Planning, Managing and Reporting for Audit Managers and Supervisors			
Problem Solving and Decision Making	X		
Program Evaluation in the Management Process	X		
Organization Development and Multi-Team Building			FEI†
Organization Design, Analysis and Development	X		
The Regulatory Process	X		NRC
Results-Oriented Management	X		
Seminar for Audit Managers		X	
Seminar in Executive and Managerial Effectiveness	X		
Stress Management for Managers and Supervisors	X		
Supervising Employee Performance and Conduct	X		
Supervision and Group Performance	X		
Task Force and Project Management	X		

†Federal Executive Institute.

COURSE NAME	OPM	USDA	OTHER
Techniques of Negotiating	X		
Understanding and Managing Human Behavior	X		
*W.M.I.'s Advanced Management Seminar	X		
*W.M.I.'s Executive Leadership Seminar	X		
*W.M.I.'s Executive and Managerial Coaching	X		
*W.M.I.'s Seminar in Executive and Managerial Effectiveness	X		
Word Processing for Managers	X		
Courses for Newly Appointed Managers and for Managers with Little or No Previous Management Training			
Basic Labor Relations	X		
Design of Office Automation Systems	X		
Effective Communications for Managers	X		
Increasing Productivity Through Stress Management		X	
Introduction to Federal Labor Relations for Legal Advisors	X		
Introduction to Supervision	X		
Management Development Program for Government Executives		X	
Management of Time	X	X	NRC
Management Orientation to Office Automation	X		
Management Workshop			NRC
Managerial Decision Making	X		
Middle Management Institute	X		
Modern Management and Supervision - Part I		X	
Modern Management and Supervision - Part II		X	
Modern Management and Supervision - Part III		X	
Occupational Safety and Health Training for Collateral Duty Personnel	X		
Office Automation Requirements Analysis	X		
Performance Appraisal, Counseling and Feedback	X		
Personnel Management for Supervisors and Managers:	X		
Planning, Managing, and Reporting for Audit Managers and Supervisors		X	
Results-Oriented Management	X		
Seminar for New Managers	X		
Supervision and Group Peformance	X		

*Washington Management Institute.

COURSE NAME	OPM	USDA	OTHER
Supervision and Personal Skills	X		
Understanding and Managing Human Behavior	X		
*W.M.I.'s Seminar in Managerial Effectiveness	X		
Courses for Project and Task Force Managers			
Increasing Productivity Through Stress Management		X	
NRC Procurement Procedures (for Project Officers)			NRC
Payroll, Time, Leave and Attendance for Supervisors	X		
PERT/CPM Workshop	X		
Project Management: A Workshop in Planning, Scheduling and Control Techniques	X		
Seminar in Executive and Managerial Supervisors	X		
Stress Management for Managers and Supervisors (Paraprofessionals)	X		NRC
Task Force and Project Management	X		
Training and Developing Your Staff	X		
Workshop in On-the Job Training	X		
Long-Term Training for Managers			
Advanced Management Program			Harvard
Fellowship on Congressional Operations	X		
National Security Resource Management and Mobilization			ICAF**
Legis Fellows Program	X		

*Washington Management Institute. **Industrial College of the Armed Forces.

SUPERVISION

Training in this area is in supervisory principles and techniques, with an orientation toward modern government thinking in terms of motivating people, sharpening existing skills, and teaching new ones.

Career development must always originate with the individual. MDTS urges interested individuals to critically evaluate where they are now, where they would like to be, and what their overall goals are. A candid discussion with the individual's supervisor following this self-evaluation should lead to the proper selection of courses which will improve career opportunities and accomplish the two major objectives of NRC training: (1) How to do the present job better, and (2) how to prepare to move up the ladder.

Any of the courses will help the individual to get a better insight into the "why" of supervision and a chance to participate with and question other supervisors. In total, the courses provide a way to gain a basic knowledge of:

- Behavioral principles
- Understanding inter- and intra-group conflict
- How to spot potential problems early, and how to handle them in the right way
- How to communicate problems
- How to develop the confidence required to objectively handle people problems
- Problem analysis, solving and decision making
- How to plan your function within the organization, and how to organize for the supervised person
- How to get results from your management, your peers, and your subordinates

COURSE NAME	OPM	USDA	OTHER
General Courses			
ADP Systems Analysis Seminar	X		
Adverse Actions	X		
Assertiveness Skills for Supervisors	X		
Basic Management Techniques	X		
Improving Performance Standards	X		
Interviewing for Supervisors	X		
Introduction to Supervision	X		
Lateral Thinking (Advanced Creative Problem Solving)	X		
Personnel Management for Supervisors and Managers: A Workshop	X		
Pre-Supervisory Orientation Programs			NRC
Problem Solving and Decision Making	X		
Supervising Human Resources			NRC
Supervision and Group Performance	X		
Supervision and Personal Skills	X		
Courses for New Supervisors and for Supervisors with Little or No Previous Supervisory Training			
Basic Employee Relations	X		
Interaction Management	X		
Interviewing for Supervisors	X		
Introduction to Supervision	X		
Modern Management and Supervision - Part I		X	
Modern Management and Supervision - Part II		X	
Performance Appraisal: Counseling and Feedback			
Personnel Management for Supervisors and Managers	X		
Personnel Management Practices Seminar			NRC
Selection Interviewing			NRC
Supervision and Group Performance	X		
Supervision and Personal Skills	X		
Supervision and the Organization of Work	X		
Courses for Experienced Supervisors			
Administrative Office Seminar	X		
Advanced Creative Problem Solving (Lateral Thinking)	X		
Advanced Understanding and Managing Human Behavior	X		

COURSE NAME	OPM	USDA	OTHER
Assertiveness Skills for Supervisors	X		
Authority, Accountability and Responsibility	X		
Concepts of Organization	X		
Conducting and Participating in Meetings	X		
Creative Problem Solving	X		
Editing: A Workshop for Managers and Supervisors	X		
Effective Listening and Memory Development	X		
The Group as a Driving Force	x		
Interviewing for Supervisors	X		NRC
Labor Relations for Supervisors and Managers	X		
Leadership and Women (Open to Women and Men)	X		
Management of Time	X		
Managing Relationships with Superiors	X		
Payroll, Time, Leave, and Attendance for Supervisors	X		
Performance Appraisal Methods for Managers and Supervisors		X	
Performance Appraisal: Counseling and Coaching	X		
Personnel Management Practices			NRC
Planning, Managing and Reporting for Audit Managers and Supervisors		X	
Position Classification for Supervisors and Managers	X		
Power and Influence: Positive Forces in Productivity	X		
The Role of the Supervisor in EEO	X		
Sexual Harassment Update for Supervisors	X		
Stress Management for Supervisors Managers (Para-Professionals)	X		
Successful Implementation of the Freedom of Information			NRC
Supervising Employee Performance and Conduct	X		
Supervising Human Resources			NRC
Supervision and Group Performance	X		
Supervision and Personal Skills	X		
The Supervisor and the Function of Controlling		X	
The Supervisor and the Function of Directing	X		
The Supervisor and the Function of Organizing	X		
The Supervisor and the Function of Planning	X		
The Supervisor's Role in Federal Employee Occupational Safety and Health	X		

COURSE NAME	OPM	USDA	OTHER
Supervisory Update: The Supervisor's Institute - No Limits to Growth	X		
Teamwork: How Supervisors and Secretaries Achieve It	X		
Time Management		X	
Training and Developing Your Staff	X		
Understanding and Managing Human Behavior	X		
Using Performance Appraisal to Manage	X		
Voice and Diction Improvement	X		
Working with Individual Behavior	X		
Labor Relations for Managers			
Basic Labor Management Relations	X		
Federal Personnel Manual	X		
Implementation of the Freedom of Information and Privacy Acts		X	
Basic Labor Management Relations	X		
Federal Personnel Manual	X		
Implementation of the Freedom of Information and Privacy Acts		X	
Labor Relations for Supervisors	X		
Resolving Grievances Under a Labor Agreement		X	
Sexual Harassment Briefing for Managers and Supervisors	X		NRC
Strategies and Tactics of Collective Bargaining	X		
Workshop on Arbitration	X		
Workshop on Impasse Resolution and Mediation	X		
Workshop on Unfair Labor Practices	X		

SECTION IV

TRAINING IN ADMINISTRATIVE SKILLS

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SECTION IV
TRAINING IN ADMINISTRATIVE SKILLS

As with all courses sponsored by MDTS, the major objective is to improve present performance and to prepare the employee for advancement. A careful review of the employee's career plans with his or her supervisor will result in the correct choice and scheduling of particular courses.

These courses are a useful avenue for improving performance by teaching the employee to make his or her own work more efficient and effective. They are based upon the theory that, given the proper tools, the person doing a particular job is in the best position to improve that job.

The overall goal is:

- To help the employee to organize his or her work to meet top management's requirements and the immediate requirements of the rest of the organization.
- To help the employee to understand and improve interpersonal relationships and communications.

The courses have in common a design which makes it possible for the trainee to apply the knowledge, skills and concepts immediately. Agency officials can expect immediate improvement as the result of participation in these courses by their staffs. For maximum benefit, training should be supplemented by on-the-job support after it has been completed. Supervisors should be prepared to assign projects and offer assistance to participants. All the courses are taught during the working day, and most require that participants spend considerable time outside the class for reading, solving problems, and preparing programs. Participants should be nominated only if their organizations are seriously prepared to support their training.

The list of courses on the following pages provides a wide choice for the individual who wants to acquire skills/knowledge needed to move up in a career.

ADMINISTRATIVE SYSTEMS AND ANALYSIS

COURSE NAME	OPM	USDA	OTHER
Administrative Officers Seminar	X		
Administrative Systems and Procedures Analysis	X		
Advanced Administrative Officers Seminar	X		
Advanced Management Analysis	X		
Cost Concepts for Managers and Analysts	X		
Data Collection and Analysis	X		
Effective Space and Management Utilization	X		
Elements of Management Analysis	X		
Freedom of Information Act and Privacy Act Workshop for Administrative and Secretarial Personnel	X		
Information Requirements Analysis	X		
Management Analysis and Review	X		
Management Information Systems: Design and Use	X		
Measuring Efficiency in Government	X		
OBM Circular A-76/Cost Handbook Workshop	X		
Organization Study and Design	X		
Paperwork Management Analysis and Improvement	X		

COURSE NAME	OPM	USDA	OTHER
PERT/CPM Workshop	X		
Position Analysis and Design	X		
Project Management: A Workship in Planning, Scheduling and Control Techniques	X		
Successful Implementation of the Freedom of Information Act and the Privacy Act	X		
Systematic Problem Solving	X		
Techniques for Systematic Analysis and Improvement	X		
Workforce Estimation	X		
Writing Statements of Work for A-76 Revisions	X		

AUDITING

COURSE NAME	OPM	USDA	OTHER
Assessing Financial Activities in Government		X	
Audit of Federal Assistance Programs - OMB Circular A-102	X		
Audited Control of Online Systems	X		
Auditing and Control of Online Systems	X		
Auditing Advanced ADP Systems		X	
The Auditor's Role in Information Design and Development		X	
Automatic Data Processing			
ADP Contracting			GSA
ADP for Clerical and Secretarial Personnel	X		
ADP Systems Analysis for Managers	X		
ADP Systems Analysis Seminar	X		
Automated Accounting Systems	X		
Automated Budgeting Systems	X		
Basic Concepts of Data Processing		X	
Basic Programming for Beginners		X	
Basic Programming for Programmers		X	
COBOL Programming Techniques	X		
Computer File Structure and Data Base Design		X	
Computer Forms Design	X		
Computer Literacy Training	X		
Computer Resources Management	X		
Computer Programming for Users/Managers	X		

COURSE NAME	OPM	USDA	OTHER
Computer Security and Risk Management	X		
Computer Systems Security: A Management Approach to Countering Computer Fraud/Abuse		X	
Computer Technology Update for Users/Managers	X		
Data Base/Data Communications Systems Design - An Advanced Course	X		
Data Base Mangement Systems	X		
Data Entry/Source Data Automation and Computer Output Devices	X		
Data Gathering Techniques	X		
Data Processing Concepts for the Non-Data-Processing Executive		X	
Data Processing Concepts for Support and Administrative Staff		X	
Data Processing Project Management	X		
Decision Logic Table Workshop	X		
Design of Automated Data Bases for Users/Managers	X		
Design of Computerized Management Information Systems		X	
Distributed Data Processing	X		
Documentation and Flowcharting Techniques	X		
Executive Seminar in ADP and Information Technology	X		
FORTRAN Programming		X	
FORTRAN Programming Techniques	X		
Fundamentals of ADP for Computer Specialist Trainees	X		
Fundamentals of ANS COBOL	X		
Fundamentals of Data Communications	X		
Fundamentals of FORTRAN IV	X		
Fundamentals of PL/I	X		
Fundamentals of Programming Logic Developmnt	X		
IBM OS Abend Storage Dump Analysis		X	
IBM OS Job Control Language for Users		X	
IBM Time Sharing Option		X	
Implementing an Automated Personnel System	X		
Introduction to ADP	X		
Introduction to ADP Systems Analysis	X		
Introduction to COBOL Programming	X		

COURSE NAME	OPM	USDA	OTHER
Introduction to Computer File Structures and Data Base Design	X		
Introduction to Computer Operations	X		
Introduction to IBM OS Job Control Language		X	
Introduction to Job Control Language	X		
Introduction to Microcomputers		X	
Management Introduction to ADP	X		
Management Seminar on Software Conversion			GSA
Microcomputer DBMS Workshop		X	
Microcomputers for Managers		X	
Operating Computer Systems	X		
PASCAL Programming		X	
PL/I Programming		X	
Programming in Basic	X		
Security and Privacy of Computer Systems	X		
Seminar in Advanced Computer Systems Technology	X		
Seminar in Computer Systems Evaluation and Procurement	X		
Seminar on Microcomputers	X		
Seminar on Minicomputers	X		
Spreadsheets for Beginners		X	
Spreadsheet Techniques		X	
Statistical Approaches to Data Analysis	X		
Structured Analysis and Design	X		
Structured COBOL Programming -I, II, III		X	
Structured Systems Analysis and Design		X	
Systems Analysis for Computer Programmers	X		
Systems Workshop for Computer Specialists	X		
Telecommunications: An Introductory Overview for Managers		X	
Teleprocessing and Data Communications		X	
Certified Internal Auditor Examination Review		X	
Computer Auditing and Control	X		
Computer Security, Privacy, and Fraud Act - Audit Issues		X	
Concepts and Approaches for Program Results Reviews		X	
Contract Auditing		X	
Cost Principles Applicable to Grants and Contracts with State and Local Governments - OMB Circular A-87		X	

COURSE NAME	OPM	USDA	OTHER
Developing and Presenting Audit Findings		X	
Effective Government Auditing		X	
Evaluating and Reporting on Internal Controls		X	
Flow Charting for Auditors		X	
Governmental Auditing - An Overview for Investigators		X	
Internal Controls in Automated Systems		X	
Interviewing Techniques for Auditors		X	
Introduction to ADP Auditing		X	
Introduction to Governmental Auditing		X	
Operational Auditing - A Basic Course		X	
Operational Auditing - Based on GAO Techniques		X	
Planning, Managing and Reporting for Audit Managers and Supervisors		X	
Practical Statistical Sampling for Auditors		X	
Preparation of Audit Working Papers		X	
Prevention and Detection of Fraud and Abuse - An Awareness Course for Auditors		X	
Prevention and Detection of Fraud and Abuse - Hands-on Techniques		X	
Seminar for Audit Officials and Managers		X	
Statistical Sampling for Audit Managers and Supervisors			
Successful Audit Report Writing		X	
Written Communications for Auditors		X	

CAREER COUNSELING/LIFE PLANNING

COURSE NAME	OPM	USDA	OTHER
Advancement			
Assessing Centers: Executive, Middle Manager, and First-Line Supervisor		X	
Career Planning for Entry into Technician Level Jobs		X	
Planning for Career Advancement	X		
Interviewing and SF-171 Preparation		X	
Selective Placement of the Handicapped: A Seminar	X		
Skills Planning for Clerks and Secretaries		X	
Upward Mobility: Planning and Implementation	X		
Using the Federal Personnel Manual	X		

COURSE NAME	OPM	USDA	OTHER
Vocational Testing and Counseling		X	
Career			
Automated Data Processing (ADP) Career Counseling		X	
Career Alternatives After RIF	X		
Career Counseling			NRC
Career Counseling and Vocational Testing		X	
Career Planning Workshop		X	
Career Planning Seminar			Georgetown U
Career Planning Workshop		X	
Creative Job Search Techniques			Georgetown U
Effective Career Planning for Women in Government		X	
Job Hunting Skills for the ADP Professional		X	
Planning for Career Advancement	X		
The Résumé: Organizing Your Personal Profile	X		Georgetown U
Retirement Planning	X		
Working for the United States: Federal Employees Orientation Series		X	
Equal Employment Opportunity			
Administering the Employee Counseling Services Program	X		
Advanced Equal Employment Opportunity Counseling	X		
Affirmative Recruitment: Federal Equal Employment Opportunity Recruitment Program	X		
Assessing EEO Work Force Data	X		
Basic EEO Counseling	X		
Career Alternatives After RIF	X		
Comprehensive Equal Employment Opportunity Counseling Workshop		X	
EEO and the Federal Employee		X	
EEO for Advisory Committee Members		X	
EEO for Personnel Specialists and Administrative Officers		X	
EEO Law: Its Impact on Federal Employees	X		
The Federal Women's Program: A Workshop	X		
Hispanic Employment Program: A Workshop		X	
Introduction to Personnel Management	X		
Investigation of Complaints of Discrimination	X		
Management of Personnel Evaluation Surveys	X		

COURSE NAME	OPM	USDA	OTHER
Managing EEO Programs	X		
Personnel Management Evaluation: On-Site Survey	X		
Personnel Management for EEO Staff	X		
Personnel Management for Supervisors and Managers: A Workshop	X		
Planning for Career Advancement	X		
Preventing Sexual Harassment			NRC
Processing Class Complaints of Discrimination	X		
Quantitative Approaches to Personnel Management	X		
The Role of Supervisors and Managers in EEO	X		
Selective Placement of the Handicapped: A Seminar for Coordinators	X		
Women			
Affirmative Recruitment (The FEORP)	X		
Anticipating the Future		X	
Briefing and Presentation Techniques		X	
Career Employment for Women in Government		X	
Creative Career Development for Women		X	
Critical Issues and Decisions		X	
Federal Women's Program Coordinator: A Symposium	X		
Leadership and Women	X		
Modern Mangement and Supervision		X	
Sexual Harassment: A Workshop	X		
Sexual Harassment Update for Supervisors	X		
Time Management		X	

COMMUNICATION

COURSE NAME	OPM	USDA	OTHER
English			
Advanced Grammar and Vocabulary - V-GRASP III		X	
Advanced Punctuation		X	
Basic English		X	
Effective English Workshop	X		
Essentials of English	X	X	
Grammar Pretest		X	

COURSE NAME	OPM	USDA	OTHER
Practical Applications of Business English		X	
Proofreading	X		
Spelling		X	
Techniques of Negotiation	X		
Vocabulary, Grammar, Spelling, Punctuation Development I		X	
Vocabulary, Grammar, Spelling, Punctuation Development II		X	
Vocabulary: Word Clues		X	
Graphics			
Graphic Arts		X	
Photography		X	
Interpersonal Communication			
Assertive Communication Skills		X	
Basic Communication Skills	X		
Briefing and Presentation Techniques			NRC
Business of Listening for Professionals		X	
Constructive Conflict Resolution	X		
Effective Briefing Techniques	X	X	
Effective Communication		X	
Effective Communications for Managers	X		
Effective Listening		X	
Effective Listening and Memory Development	X		
Effective Stress Management for Support Staff		X	
Human Relations Workshop		X	
Improving Communications Between Men and Women	X		
Increasing Productivity Through Stress Management		X	
Interpersonal Communications	X		
Interpersonnel Communications for Better Office Relations		X	
Personal Effectiveness at Work		X	
Positive Conflict Resolutions for Professionals		X	
Presentations That Work		X	
Speech Communications		X	
Successful Teamwork...How Supervisors and Secretaries Achieve It		X	
Techniques of Negotiating	X		
Transactional Analysis in Government Management		X	

COURSE NAME	OPM	USDA	OTHER
Voice and Diction		X	
Voice and Diction Improvement		X	
Mechanical			
Automated Composition		X	
Introduction to Typing	X		
Presentations That Work		X	
Word Processing for Managers	X		
Word Processing: Systems and Applications		X	
Reading			
Accelerated Reading	X	X	
Assertive Communication Skills		X	
Interviewing Techniques for Auditors		X	
Proofreading	X		
Proofreading Numbers for Accuracy		X	
Reading Comprehension Skills: An Intermediate Program		X	
Reading for Understanding		X	
Reading Improvement Program		X	
Speed Reading for Professionals		X	
Supervised Individual Study in Reading		X	
Reference			
Library Technicians		X	
Tape/Disk Library Functions	X		
Writing			
Advanced Writing Workshop			Georgetown U
Editing		X	
Editing: A Workshop for Managers and Supervisors		X	
Editing for Secretaries and Administrative Assistants		X	
Effective Administrative Writing			Georgetown U
Effective Briefing Techniques	X	X	
Effective Business Letters		X	
Effective Communications for Managers	X		
Effective English Workshop	X		
Effective Writing for Professionals		X	
Essentials of English	X		

COURSE NAME	OPM	USDA	OTHER
Fundamentals of Writing	X		
Fundamentals of Written Communication		X	
Government Report Writing		X	
Introduction to Editing	X		
Introduction to Technical Writing and Editing		X	
Legal Writing for Non-Lawyers		X	
Letter Writing for Secretaries	X		
Letter Writing Workshop		X	
Managing Other People's Writing	X		
Proofreading	X		
Report Writing Workshop	X		
Successful Audit Report Writing		X	
Technical Writing		X	NRC
Word Processing for Managers	X		
Writing Effective Letters	X		
Writing Workshop			Georgetown U
Writing Speeches			Georgetown U
Written Communication for Auditors		X	

COMPUTER

Concepts			
Computer File Structure and Data Base Design		X	
Fundamentals of PL/I	X		
Equal Employment Opportunity			
IBM 360/370 OS and VS Dump Analysis		X	
IBM 360/370 OS and VS Job Control Language		X	
IBM OS and VS Time Sharing		X	
Management of Automated Office	X		
Mini/Micro Computer Systems		X	
PERT/CPM Workshop	X		
Seminar in Advanced Computer Systems Technology	X		
Structured Analysis and Design	X		
Structured COBOL Programming I, II, III		X	
Structured Programming Techniques		X	

COURSE NAME	OPM	USDA	OTHER
Structured Systems Analysis and Design		X	
Teleprocessing and Data Communications		X	
VS System Service Programs - Utilities		X	
Introductory			
Automatic Data Processing (ADP) for Administrative, Clerical and Secretarial Personnel	X		
Auditing Advanced ADP Systems		X	
Basic Concepts of Data Processing		X	
Computer Programmer Training		X	
Computer Security, Privacy and Fraud-Audit Issues		X	
Data Processing Concepts for Secretaries, Clerks, and Administrative Staff		X	
Fundamentals of ADP for Computer Specialist Trainees	X		
Fundamentals of ANS COBOL	X		
Fundamentals of Data Communications	X		
Fundamentals of FORTRAN IV	X		
Fundamentals of PL/I	X		
Fundamentals of Programming Logic Development	X		
Internal Controls in Automated Systems		X	
Introduction to ADP	X		
Introduction to ADP Auditing		X	
Introduction to COBOL Programming	X		
Introduction to Computer File Structures and Data Base Design	X		
Introduction to Computer Operation		X	
Introduction to Computer Programming		X	
Introduction to Job Control Language	X		
Introduction to Microcomputers		X	
Introduction to Microforms	X		
Management Introduction to ADP	X		
Structured Analysis and Design	X		
Structured PL/I Programming		X	
Systems Analyst Training Program - Part I		X	
Management			
Assertive Management Training			Georgetown U
The Auditor's Role in Information Systems Design and Development		X	

COURSE NAME	OPM	USDA	OTHER
Computer Crime, Fraud, and Embezzlement		X	
Computer Resources Management	X		
Computer Security, A Management Blind Spot?		X	
Computer Security and Risk Management	X		
Computer Security: Protecting People, Hardware and Records		X	
Computer Systems Security: A Management Approach to Countering Computer Fraud and Abuse		X	
Contracting for ADP Software		X	
Cost and Benefit Analysis for ADP		X	
The EDP Decision - A Five-Year Management Forecast		X	
Getting the System You Want: A User's Guide to Project Management		X	
Improving Managerial Skills			Georgetown U
Management Information Systems		X	
Principles of Management			Georgetown U
Seminar in ADP Management	X		
Structured Analysis - The Thinker's Technology: An Update on Current ADP Trends		X	
Operation			
ADP Systems Analysis for Managers	X		
ADP Systems Analysis Seminar	X		
Advanced COBOL		X	
Advanced Computer Systems Technology Seminar	X		
ANS COBOL Essentials		X	
Auditing On-Line Systems	X		
Automated Bibliographic Data Bases	X		
Automated Budgeting Systems	X		
Automated Personnel Systems	X		
Automated Serials Control	X		
BASIC Concepts of Data Processing		X	
BASIC Programming		X	
COBOL Programming Tecnniques	X		
Computer Auditing and Control	X		
Computer Forms Design	X		
Computer/Microfilm Informations Systems	X		

COURSE NAME	OPM	USDA	OTHER
Computer Programming for Users/Managers	X		
Computer Operating Training - 370 I/O Devices		X	
Conducting a Teleconference	X		
Computer Systems Security: A Management Approach to Countering Computer Fraud and Abuse		X	
Computer Technology Update	X		
Current Technology in Automated Libraries	X		
Data Base Concepts and Methods		X	
Data Base/Data Communications Systems Design (An Advanced Course)	X		
Data Base Management Systems		X	
Data Base Systems Overview		X	
Data Communications Concepts and Facilities		X	
Data Entry/Source Data Automation and Computer Output Devices	X		
Data Gathering Techniques	X		
Data Processing Concepts for Non-Data Processing Executive		X	
Data Processing Project Management	X		
DCRT Computer Training Program		X	NIH
Design of Automated Data Bases	X		
Design of Computerized Management Information Systems	X		
Distributed Data Processing	X		
Documentation and Flowcharting Techniques	X		
Executive Seminar in ADP and Information Technology	X		
FORTRAN Programming Techniques	X	X	
Fundamentals of FORTRAN IV	X		
Indexing and Abstracting for ADP Processing Systems - A Workshop	X		
Integrating Office Operations with Information Technology	X		
Introduction to Job Control Language	X		
Introduction to Microcomputers		X	
PASCAL Programming		X	
Programming in Basic	X		

EQUAL EMPLOYMENT OPPORTUNITY

COURSE NAME	OPM	USDA	OTHER
General			
Adverse Actions		X	
Basic EEO Counseling	X		
Case Preparation and Presentation Before MSPB	X		
Fact Finder's Role in the Agency Administrative Grievance System	X		
The Federal Women's Program: A Workshop	X		
The Hispanic Employment Program: A Workshop	X		
Introduction to the Federal Equal Employment Opportunity Program	X		
Investigation of Complaints of Discrimination	X		
Personnel Management for EEO Staff	X		
Planning for Career Advancement	X		
The Role of Supervisors and Managers in EEO	X		
Selective Placement of the Handicapped: A Seminar for Coordinators	X		
Sexual Harassment Briefing for Supervisors	X		
Sexual Harassment: A Workshop	X		
Upward Mobility: Planning and Implementation			
Advanced EEO Counseling	X		
Advanced Statistical Applications in EEO		X	
Advanced Workshop for Federal Women's and Hispanic Employment	X		
Adverse Actions		X	
Affirmative Recruitment: The Federal Equal Opportunity Recruitment Program	X		
Assessing EEO Workforce Data	X		
Comprehensive Equal Employment Opportunity Counseling		X	
Effective Techniques for EEO Committee Members		X	
EEO Counseling - Advanced		X	
EEO Discrimination Complaints for Investigator		X	
EEO Discrimination - Sexual Harassment: The Victim, The Accused, The Witness and the EEO Counselor		X	
EEO for Personnel Specialists		X	
EEO Law: Federal Implications and Impact	X	X	
EEO/LMR Relationships		X	

COURSE NAME	OPM	USDA	OTHER
Effective Techniques for EEO Committee Members		X	
Federal EEO Affirmative Action Program Planning	X		
Labor Relations For EEO Personnel	X		
Managing EEO Programs	X		
Processing Class Complaints of Discrimination	X		
Program Managers	X		
Statistical Applications in EEO		X	

FINANCIAL MANAGEMENT AND ACCOUNTING

COURSE NAME	OPM	USDA	OTHER
Accounting			
Accounting for Secretarial, Administrative, and Clerical Personnel	X		
Accounting - Technical Level		X	
Accounting Procedures in Federal Agencies	X		
Accrual Accounting Procedures in Federal Agencies	X		
Advanced Accounting		X	
Certifying Officers, Your Roles and Duties	X		
Data Handling for Budget and Accounting Technicians	X		
Debt Collection by Telephone	X		
Effective Cash Management	X		
Federal Government Accounting I		X	
Federal Government Accounting II		X	
Financial Aspects of Grants Management	X		
Government Payroll Recordkeeping and Procedures	X		
Government Property Recordkeeping and Procedures			GSA
Government Bookkeeping and Accounting I (Introductory)	X		
Government Bookkeeping and Accounting II (Intermediate)	X		
Grants Administration - Cost Principles	X		
Applicable to Grants with State and Local Governments			
Federal Management Circular 14-4			
How the Federal Government Funds Agency Programs and Activities	X		
How to Improve Debt Collection Practices	X		
Intermediate Accounting I		X	

COURSE NAME	OPM	USDA	OTHER
Intermediate Accounting II		X	
Internal Control for Managers		X	
Introductory Accounting, Part I		X	
Introductory Accounting, Part II		X	
Introductory Accounting, Part III		X	
Managerial Accounting		X	
Practice Problems in Government Accounting	X		
Principles of Accounting I		X	
Principles of Accounting II		X	
REA Borrower Accounting (Electric)		X	
REA Borrower Accounting (Telephone)		X	
Time and Attendance: Recordkeeping Procedures	X		
Uniform Administrative Requirements for Grants-in-Aid: OMB Circulars A-102 A A-110	X		
Workshop for Imprest Funds	X		
Budgeting			
Budget Analysis Workshop	X		
Budget Estimating Techniques	X		
Budget Execution	X		
Budget Formulation	X		
Budget Presentation and Justification	X		
Budgeting and Accounting for Non-Financial Managers	X		
Budgeting for Revolving Funds Industrial Funds, and Stock Funds	X		
Data Handling for Budget and Accounting Technicians	X		
The Federal Budget Process	X	X	
Math for Budget and Finance	X		
Quick and Easy Math	X		
Financial Management			
Advanced Financial Management		X	
Development of Indirect Cost Allocation Plans for State and Local Governments		X	
Federal Travel Regulations and Procedures	X		
Finance of Accounting for Non-Financial Managers			Georgetown U
Development of Indirect Cost Allocation Plans for State and Local Governments		X	
Federal Financial Information System (Self-Study)	X		

COURSE NAME	OPM	USDA	OTHER
Financial Management	X		
Financial Management for Nonfinancial Managers: An Overview		X	
Financial Reporting for Operating Managers		X	
Improving Loan Servicing by Analyzing and Understanding Financial Data	X		
Improving Federal Payment Systems	X		
Internal Control Reviews to Avoid Waste, Fraud, and Abuse	X		
Introduction to Financial Management	X		
Introduction to Voucher Examination	X		
Introduction to OMB Circular A-87: Cost Principles and Cost Allocation Plans	X		
Management Use of Financial Information		X	
Math for Budget and Finance	X		
Monitoring Letters of Credit: Controlling Drawdowns of Federal Funds	X		
Payroll, Time, Leave and Attendance for Supervisors	X		
Preparation of Financial Reports	X		

INFORMATION MANAGEMENT

COURSE NAME	OPM	USDA	OTHER
Advanced Seminar Information Management in Public Administration		X	
Analyzing Word Processing Applications			GSA
Audiovisual Records: Special Values, Special Problems			GSA
Basic Principles of Directives Management			GSA
Files Improvement			GSA
Forms Analysis and Design			GSA
Forms for Automation			GSA
Implementation of the FOIA and Privacy Acts		X	
Information Access Laws		X	
Introduction to Information Technology		X	
Introduction to the Creation and Use of Federal Records			GSA
Introduction to the Federal Information Locator System		X	
Introduction to the Maintenance and Disposition of Federal Records			GSA
Luncheon Learning Seminars		X	
Mail Management			GSA

COURSE NAME	OPM	USDA	OTHER
Mail Operations			GSA
Management Information Systems		X	
Micrographics Fundamentals			GSA
Paperwork Reduction Act of 1980		X	
Plain Letters			GSA
Records Disposition			GSA
Statistical Sampling Techniques Workshop		X	
Telecommunications: An Introductory Overview for Managers		X	
Teleprocessing and Data Communications		X	
Word Processing and Office Automation		X	
Writing Effective Directives			GSA

LABOR RELATIONS

COURSE NAME	OPM	USDA	OTHER
The Agency Administrative Grievance System	X		
Basic Labor Relations	X		
Case Preparation and Presentation Before MSPB	X		
Collective Bargaining Symposium for Labor Relations Executives	X		
Determining Negotiability in the Federal Sector	X		
Drafting Labor Agreement Language	X		
Employee Benefits: An Overview	X		
Improving Performance Standards	X		
Introduction to Federal Labor Relations for Legal Advisors	X		
Labor Relations Briefing for Executives	X		
Labor Relations for EEO Personnel	X		
Labor Relations for Personnel Specialists	X		
Labor Relations for Supervisors and Managers	X		
Negotiating Labor Agreements	X		
Planning for Retirement	X		
Resolving Grievances Under a Labor Agreement	X		
Strategies and Tactics of Collective Bargaining Negotiations	X		
Supervising Employee Performance and Conduct	X		
Suitability and Security Adjudication	X		

LAW

COURSE NAME	OPM	USDA	OTHER
Advanced Legal Research and Writing			Georgetown U
Introduction to Legal Research and Writing			Georgetown U

LIBRARY AUTOMATION

COURSE NAME	OPM	USDA	OTHER
Automated Bibliographic Data Bases	X		
Current Technology in Automated Libraries	X		
Indexing and Abstracting for ADP Information Systems	X		
Seminar in Library Automation	X		
Storage and Retrieval Techniques	X		

MATHEMATICS AND STATISTICS

COURSE NAME	OPM	USDA	OTHER
Mathematics			
Refresher Mathematics		X	
Statistics			
Introduction to Statistics		X	
Practical Statistical Sampling for Auditors		X	
Statistical Applications in EEO		X	
Statistical Approaches to Data Analysis	X		
Statistical Techniques for Analysis	X		
Statistical Sampling for Audit Managers and Supervisors		X	
Statistics Sampling in Government Operations	X		
Understanding Statistics Parts I and I			NRC

OFFICE SYSTEMS

COURSE NAME	OPM	USDA	OTHER
Analysis and Design of Word Processing Systems	X		
Conducting a Teleconference	X		
Design of Office/Information Systems	X		
Electronic Mail: Its Technology and Application	X		
Evaluating Your Office Automation Needs	X		
Managing the Automated Office	X		

COURSE NAME	OPM	USDA	OTHER
The People Factors in Implementing Office Automation	X		
Teleconferencing: Extending Your Human Resources	X		

PARALEGAL STUDIES

COURSE NAME	OPM	USDA	OTHER
Administrative Law and Procedure		X	
Business Law		X	
Communication Skills for the Paralegal		X	
Constitutional Law		X	
Discipline and Discharge in the Federal Sector		X	
Evidence		X	
Introduction to Civil Litigation for the Paralegal		X	
Introduction to Environmental Law		X	
Introduction to Law for the Paralegal		X	
Labor Relations in the Federal Sector		X	
Law Office Management		X	
Legal Ethics		X	
Legal Research Writing I		X	
Legal Research Writing II		X	
Legal Writing for Non-Lawyers		X	
The Legislative Process		X	

PERSONNEL MANAGEMENT

COURSE NAME	OPM	USDA	OTHER
Administrative Process for Resolving Employee-Employer Differences	X		
Advanced Classification Workshop		X	
Adverse Actions	X		
The Agency Administrative Grievance System	X		
Analyzing Performance Deficiencies	X		
Assessment I: Introduction to Job Analysis	X		
Assessment II: Personnel Assessment and Selection	X		
Assessment III: Developing a Rating Schedule	X		
Basic Employee Development and Training Workshop		X	
Basic Employee and Labor Relations		X	

COURSE NAME	OPM	USDA	OTHER
Basic Employee Relations	X		
Basic Labor Relations	X		
Basic Position Classification	X		
Basic Staffing and Placement Procedures	X		
Basic Staffing Procedures		X	
Career Exploration Techniques		X	
Case Preparation and Presentation Before MSPB*	X		
Classification and the Federal Wage System		X	
Classification Evaluation Techniques		X	
Collective Bargaining Symposium for Labor Relations Executives	X		
Communication Skills for Personnel Technicians		X	
Content Validation	X		
Determining Negotiability in the Federal Sector	X		
Drafting Labor Agreement Language	X		
Effective Job Search		X	
Employee Benefits: An Overview	X		
Employee Benefits: Computations and Procedures	X		
Employment Methods and Requirements		X	
The Fact-Finder's Role in the Agency Administrative Grievance System	X		
Factor Evaluation System		X	
The Federal Wage System	X		
The Federal Women's Program	X		
Grievance System	X		
Hispanic Employment Program	X		
Instructor Training	X		
Intermediate Classification		X	
Intermediate Staffing		X	
Interviewing and Counseling Skills Workshop		X	
Interviewing for Supervisors	X		
Interviewing Skills			Georgetown U
Introduction to Computers for Personnel Specialists		X	
Introduction to Federal Labor Relations for Legal Advisors		X	
Introduction to Federal Personnel Procedures		X	

*Merit System Protection Board.

COURSE NAME	OPM	USDA	OTHER
Introduction to Personnel Management	X		
Introduction to Position Management and Classification		X	
Introduction to Training and Development	X		
Issues Seminars for Senior Classifiers	X		
Job Analysis		X	
Job Element Examining	X		
Labor Relations for Personnel Specialists	X		
Merit Promotion Principles and Practices	X		
Overview of Reduction in Force	X		
Performance Appraisal: Counseling and Feedback	X		
Performance Appraisal Process	X		
Personnel Appraisal Evaluation, and Assessment		X	
Personnel Interviews	X		
Personnel Processing for Personnel Assistants		X	
Personnel Staffing in the Federal Government	X		
Planning for Retirement	X		
Position Classification Analysis and Evaluation	X		
Position Classification Evaluation Reports	X		
Position Classification in the Federal Government	X		
Position Classification: Obtaining Facts and Presenting Findings	X		
Position Management Workshop		X	
Processing Personnel Actions: An Introduction			
Qualifications Analysis	X		
Quantitative Approaches to Personnel Management	X		
Reduction in Force	X		
RIF for Personnel Support Staff		X	
Role of Supervisors in Hiring and Promoting Employees	X		
Seminar for Outplacement Coordinators	X		
Setting Performance Standards	X		
Sexual Harassment: A Workshop	X		
SGEG: The Supervisory Grade Evaluation Guide	X		
Staffing Qualifications		X	
Suitability and Security Adjudication	X		
Supervised Application in Personnel Administration	X		

COURSE NAME	OPM	USDA	OTHER
Supervising Employee Performance and Conduct	X		
Supervision and Group Performance	X		
Supervision and Personnel Skills	X		
Technologies in Instruction	X		
Training and Developing Your Staff	X		
Training Course Design and Development	X		
Unacceptable Performance Actions	X		
Using the Federal Personnel Manual	X		
Workshop in On-the-Job Training	X		
Workshop in Visual Design	X		
Writing Position Descriptions	X		

PROCUREMENT AND SUPPLY

COURSE NAME	OPM	USDA	OTHER
ADP Procurement for Procurement and Contracting Officers and Specialists		X	
Advanced Contract Administration			GSA
Advanced Contracting by Formal Advertising			GSA
Advanced Procurement Management			GSA
Assisting Small Business Through Government Contracts			GSA
Basic Procurement			GSA
Communication Skills for Procurement and Property Management		X	
Construction Contracting		X	GSA
Contract Administration		X	
Contracting Basics for Program Personnel		X	
Contracting Basics for Support and Administrative Personnel		X	
Contracting by Formal Advertising			GSA
Contracting for Commercial Services		X	
Contracting with Federal Grant Dollars	X		
Contracting for Program/Project Officers			GSA
Cost and Price Analysis		X	
Developing Work Statements for Negotiated Procurement			GSA
Evaluating a Contractor's Performance			GSA
Executive Seminar in Acquisition			GSA

COURSE NAME	OPM	USDA	OTHER
Federal Acquisition Procedures		X	
Federal Contracts: Default and Procurement		X	
Federal Procurement Process			GSA
Federal Standard Requisitioning and Issue Procedures System (FESTRIP)			GSA
Federal Supply Management: Policies and Procedures		X	
Government Contract Administration			GSA
Government Contract Law			GSA
Government Contract Negotiations			GSA
Government Contract Negotiation Techniques			GSA
Government Contract Termination			GSA
Grants Management		X	
Implementing A-76 Presentations for Managers		X	
Implementing A-76: Presentation for Staff Personnel		X	
Introduction to Federal Acquisition		X	
Introduction to Federal Grants		X	
Inventory Management and Economic Order Quantity Techniques			GSA
Lease Contracting, Lease Law			GSA
Life Cycle Costing			GSA
Management of Defense Acquisition Contracts			GSA
Research and Development Contracting			GSA
Small Purchases/Federal Supply Schedule			GSA
Source Evaluation Procedures			GSA
Storage and Materials Handling			GSA
Supervised Application in Procurement		X	
Supply Management Forecasting Techniques			GSA
Types of Contracts: Their Selection and Negotiation and Administration		X	
Types of Government Contracts			GSA

PROPERTY MANAGEMENT (See Space and Property Management)

QUANTITATIVE TECHNIQUES

COURSE NAME	OPM	USDA	OTHER
Correlation and Regression Analysis	X		

COURSE NAME	OPM	USDA	OTHER
Cost Benefit Workshop	X		
Mathematics For Government	X		
Presenting Statistics Using Graphs, Charts, and Tables	X		
Sample Survey Techniques	X		
Selected Techniques for Operations Analysis	X		
Statistical Techniques for Analysis	X		
Statistics for Government I	X		
Statistics for Government II	X		
Statistics for Management	X		

RECORDS MANAGEMENT

COURSE NAME	OPM	USDA	OTHER
Analyzing Word Processing Applications			GSA
Audiovisual Records: Special Values, Special Problems			GSA
Basic Principles of Directive Management			GSA
Forms Analysis and Design			GSA
Forms for Automation			GSA
Mail Management			GSA
Mail Operations			GSA
Managing Records and Information Programs			GSA
Micrographics Fundamentals			GSA
Plain Letters for Managers			GSA
Writing Effective Directives			GSA

SECRETARIAL STUDIES

COURSE NAME	OPM	USDA	OTHER
Administrative Skills			
Accounting for Secretarial Administrative and Clerical Personnel	X		
Administrative Officers Seminar	X		
Administrative Secretarial Skills		X	
Better Office Skills	X		
Booking the Boss		X	
Coping with Stress and Conflict in the Office		X	
Decision Making for Secretaries		X	

COURSE NAME	OPM	USDA	OTHER
Executive Secretarial/Administrative Assistant Seminar for Improving Managing Skills		X	
Filing and Records Disposition		X	
Freedom of Information Act and Privacy Act Workshop for Administrative and Secretarial Personnel		X	
Impact of Automation on Today's Office		X	
Interpersonal Communications for Better Office Relations		X	
Introduction to Statistics		X	
Office Management	X	X	
Office Practices		X	
Office Procedures		X	
Office Procedures for Secretarial/Clerical Employees			NRC
Records Management		X	
Refresher Mathematics		X	
Secretarial Decision Making		X	
Secretarial Productivity Through Individual Leadership	X		
Secretarial Techniques	X		
Secretary as a Manager	X		
Seminar for Executive Secretaries			NRC
Solving People Problems: A Seminar for Secretaries			Georgetown U
Stress Management for Secretaries	X		
Time Management		X	
Time Management for Secretaries	X		
Communication			
Accelerated Reading	X		
Basic Communication Skills	X		
Career Planning Workshop (for Secretaries, Technicians, and Para-Professionals)		X	
Constructive Conflict Resolution	X		
Effective English for Secretaries, Clerks, and Technicians		X	
Effective Listening and Memory Development	X	X	
Essentials of English	X		
Interpersonal Communications	X	X	
Interpersonal Communications for Better Office Relations		X	
Letter Writing for Secretaries	X		

COURSE NAME	OPM	USDA	OTHER
Practical Applications of Business English		X	
Telephone and Receptionist Techniques		X	
Telephone Techniques: The Communication Connection	X		
Voice and Diction Improvement		X	
Writing Effective Letters	X		
Data Processing			
ADP for Administrative, Clerical, and Secretarial Personnel		X	
Automated Composition		X	
Data Processing Concepts for Secretaries, Clerks, and Administrative Staff		X	
Introduction to Statistics for Secretaries, Clerks, and Technicians		X	
Filing			
Alphabetic Filing		X	
Effective Filing		X	
Filing And Records Disposition		X	
Files Improvement			GSA
General Office Skills			
Better Office Skills and Service	X		
Booking the Boss		X	
Career Counseling			NRC
Improved Service to the Public	X		
Introduction to Editing	X		
Letter Writing for Secretaries	X		
Managing Other People's Writing	X		
Proofreading		X	
Secretarial Techniques	X		
Seminar for Executive Secretaries	X		
Successful Teamwork: How Supervisors and Secretaries Achieve It	X		
Shorthand			
Combined SIDC 960 Shorthand and Shorthand and Speed Building (ILC)*		X	
Dictation Transcription		X	
Gregg Shorthand I		X	
Gregg Shorthand II		X	

*Individual Learning Center

COURSE NAME	OPM	USDA	OTHER
Gregg Shorthand Review		X	
Machine Transcription Workshop	X		
Shorthand Refresher	X		
Shorthand Speed Building (Gregg or SIDC) (ILC)*		X	
Typing			
Advanced Typewriting Skill		X	
Advanced Typing	X		
Advanced Word Processing Techniques		X	
Intermediate Typewriting Skill Development		X	
Introductory Typing	X		
Keyboarding for Information Processing		X	
Typewriting I		X	
Typewriting II		X	
Typing		X	
Word Processing: A Clerical/Secretarial Orientation	X		
Word Processing Concepts I		X	
Word Processing Concepts II		X	
Word Processing for Managers		X	
Word Processing: Planning, Implementing, and Controlling		X	
Word Processing Survival Skills		X	

SPACE AND PROPERTY MANAGEMENT

COURSE NAME	OPM	USDA	OTHER
Basic Elements of Property Management			GSA
Equipment and Facilities Management		X	
Fleet Management			GSA
Government Property Administration			GSA
Government Property Recordkeeping			GSA
Introduction to Federal Space Management			GSA
Introduction to Property Management		X	
Inventory Control and Economic Order Quantity			GSA
Inventory Management, Warehousing and Distribution		X	
A Manager's Guide to Space and Facilities			GSA
Ongoing Space and Office Facility Management			GSA

COURSE NAME	OPM	USDA	OTHER
Personal Property Inventory Control and Accounting			GSA
Personal Property Utilization and Disposal			GSA
Property Acquisition Utilization and Disposal		X	
Property Management for Custodial Officers		X	
Space Management: Office Layout Workshop		X	
The Space Process: Programming and Layout			GSA
Storage and Warehousing Operations		X	
Supervised Application in Property Management		X	

STAFFING SERVICES AND AGENCY RELATIONS PROGRAMS

COURSE NAME	OPM	USDA	OTHER
Communication			
Communication Skills for Personnel Technicians		X	
Effective Interviewing		X	
Interpersonal Communications	X		
Personnel Interviewing	X		
Counseling			
Administering the Counseling Services Program	X		
ADP Career Counseling		X	
Advanced EEO Counseling	X		
Career Counseling			NRC
Career Planning Workshop: For Secretaries, Technicians and Para-Professionals		X	
Comprehensive Equal Employment Opportunity (EEO)		X	
Counseling Workshop		X	
Counseling and Interviewing Training		X	
GED Diagnostic Testing		X	
General Education Development (GED) Test Preparation		X	
Para-Professionals		X	
Performance Appraisal, Counseling and Feedback	X		
*Planning for Retirement	X	X	
Preparation for PACE (Professional Administrative Career Examination)		X	
**Preparation for Retirement			NISC (OPM)

*If within 1 year of retiring.

**If within 5 years of retiring.

COURSE NAME	OPM	USDA	OTHER
Supervised Individual Study in English		X	
Supervised Individual Study in Mathematics		X	
Supervised Individual Study in Reading		X	
Vocational Testing and Counseling		X	
Intermediate and Advanced Technical Courses on Position Classification			
Advanced Case Studies in Classification		X	
Factor Evaluation System of Classification		X	
Intermediate Classification		X	
Intermediate Staffing		X	
Introduction to Position Management and Classification		X	
Issues Seminar for Senior Classifiers	X		
Performance Appraisal Workshop		X	
Position Classification Analysis and Evaluation	X		
Position Classification Evaluation Reports	X		
Position Classification: Obtaining Facts and Presenting Findings	X		
Position Management	X		
Writing Position Descriptions	X		
Intermediate and Advanced Technical Courses on Personnel Staffing			
Content Validation	X		
Intermediate Staffing		X	
Management of the Staffing Function	X		
Merit Promotion Principles and Practices	X		
Personnel Assessment and Selection	X		
Personnel Interviews	X		
Personnel Management		X	
Preparation and Review of Personnel Actions	X		
Qualifications Analysis	X		
Recruitment and Placement for Federal Managers and Supervisors		X	
Reduction in Force	X		
Retirement			
Staffing and Placement		X	
Supervised Application in Personnel Administration		X	

COURSE NAME	OPM	USDA	OTHER
Introductory and Informational Courses on Personnel Staffing			
Basic Staffing and Placement	X	X	
Basic Staffing Procedures		X	
Full Time Equivalent Work Year Ceilings on Federal Employment	X		
Personnel Staffing in the Federal Government	X		
Processing Personnel Actions	X		
Role of Supervisors in Hiring and Promoting Employees	X		
Introductory and Informational Courses on Position Classification			
Basic Position Classification	X		
Case Studies for Classifiers		X	
The Federal Wage System	X		
Introduction to Federal Personnel Procedures		X	
Introduction to Position Management and Classification		X	
Position Classification		X	
Position Classification in the Federal Government	X		
Position Classification for Supervisors and Managers	X		
Position Management	X		
Technical Courses on Personnel Management Evaluation			
Introduction to Job Analysis, Assessment I	X		
Job Element Examining	X		
Job Structuring and Position Evaluation		X	
Management of Personnel Evaluation Surveys	X		
Personnel Assessment and Selection Assessment II	X		
Personnel Management Evaluation: The On-Site Survey Method	X		
Personnel Staffing in the Federal Government	X		
Public Personnel Administration		X	

TRAVEL AND TRANSPORTATION

COURSE NAME	OPM	USDA	OTHER
Introduction to Transportation Management			GSA
Joint Travel Regulations Department of Defense Civilian Travel			GSA
Planning for Official Travel			GSA
Relocation Allowances - Federal Regulations and Procedures			GSA
Temporary Duty Travel Allowances - Federal Travel Regulations and Procedures			GSA

SECTION V

"SPECIALIZED" TECHNICAL TRAINING

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SECTION V
"SPECIALIZED" TECHNICAL TRAINING

A program of "specialized" technical training is conducted by the Office of Inspection and Enforcement, Technical Training Center (TTC), at Chattanooga, Tennessee. This program provides IE and Regional personnel (primarily inspectors) with the performance and knowledge qualifications needed for assignment to standard IE job functions. This training is highly job related, and was developed to supplement the practical experience and associated education/training that personnel possess when hired. It is further designed to discharge IE's responsibility to conduct in-house training in reactor systems technology and operations required by other NRC offices. All personnel who perform inspection activities are required to successfully complete initial and refresher training in their particular inspection activity.

Nominations for courses are made through Regional Training Coordinators to TTC by supervisors after reviewing and discussing the training requirements/needs of the IE inspectors. All IE new hires and/or new IE assignees are required to complete an initial training program within 18 to 24 months after being assigned. As a result of previous work experience and training, general training may be waived for new employees through the successful completion of substantiating examinations. In general, only those inspector personnel who have successfully completed the required supplemental training or substantiating examinations are to be allowed to perform inspections.

The Office of Inspection and Enforcement Technical Training Center's training course schedule, which is kept current through continuous revisions, is provided as an addendum to this guide.

Supplementary training is specified for the following categories of inspection activity:

A. Radiation Support Inspection

B. Reactor Operations Inspection

   I. BWR Facility Inspection

   II. PWR Facility Inspection

C. Reactor Construction Inspection

   I. Project and Resident Inspectors

   II. Engineering Support Inspectors

D. Safeguards Inspection

   I. Physical Security Inspection

   II. Material Control and Accountability - Nondestructive Assay Inspection

   III. Material Control and Accountability - Nondestructive Assay Inspection

   IV. Material Control and Accountability - Destructive Assay Inspection

   V. Material Control and Accountability - Audit Inspection

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SECTION VI

PROBABILISTIC RISK ASSESSMENT TECHNOLOGY TRANSFER PROGRAM

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SECTION VI
PROBABILISTIC RISK ASSESSMENT TECHNOLOGY TRANSFER PROGRAM

Program Overview

The PRA Technology Transfer Program has been established to formulate a curriculum for training selected NRC staff members in the use of probabilistic risk assessment (PRA) techniques, to develop training aids, to conduct courses, and to document these courses for future reference and use. The purpose of this program is to provide an adequate PRA resource capability within NRC to perform independent validations of the effectiveness of the regulatory program.

The program has been in existence for over two years, and the courses are continually updated to incorporate the latest information available on PRA methodologies. The program is offered by the Office of Research, Division of Risk Analysis and Operations. Dr. Patricia F. Rathbur is the PRA Program Coordinator.

Courses are conducted at the PRA Technology Transfer Program classroom at 5650 Nicholson Lane in Rockville. Additional presentations of these and other special PRA courses may be given in the Washington, D.C., area or in the Regional Offices, as needed. Supplementary announcements will be issued for all changes in the program.

Enrollment Procedures

Enrollment and completion procedures are similar to other training practices within NRC. The main features of the PRA enrollment procedures are:

- Students request enrollment through their supervisors and training coordinators 4 weeks before a course is scheduled.
- Training coordinators submit written enrollment requests to the PRA program 3 weeks before a course is scheduled.
- PRA program staff request confirmation of enrollments from training coordinators 2 weeks before a course is scheduled.

Students may request enrollment in more than one course at the same time on application forms available from the training coordinators. However, requests for training must be submitted 4 weeks prior to the beginning of the course requested.

The additional lead time for confirmed registrations gives training coordinators and standby applicants the opportunity to fill openings created by student cancellations. The PRA program staff also has time to fill courses with low initial enrollments, thus avoiding course cancellations.

The standard policy for course presentations is a minimum of ten to fifteen confirmed registrations one week before the scheduled first day of class. The PRA program staff will notify training coordinators by telephone if it is necessary to cancel a course.

If you have any questions or comments, call the staff on 443-7997.

1985 COURSE SCHEDULE

COURSE NAME	APPROXIMATE DATES*
PWR Systems Fundamentals	January
BWR Systems Fundamentals	March
PRA Fundamentals	April, August, December
Probability and Statistics for PRA Applications	February, September
System Reliability and Analysis Techniques	
Session A - Reliability	March
Session B/C - Event Trees/Fault Trees	April
Session D - Quantification	May
Human Reliability Analysis	June
Data Development	July
Seminars	
Accident Phenomenology and Containment Response	To be scheduled
Environmental Transport and Consequence Analysis	To be scheduled
Issues in Reviewing and Evaluating PRAs	October
Workshop on the Review and Evaluation of an Actual PRA	November

*Exact dates will be announced by the PRA Program in the fall of 1984. Courses may be repeated or cancelled, depending on the enrollment.

Prerequisites

The sequence listed below is the suggested order for taking the courses. Either PWR or BWR and Probability and Statistics should be taken before other courses except PRA Fundamentals and the Seminars in order for students to get the most benefit from the instruction.

Choosing PRA Courses

The PRA curriculum consists of the courses shown in Figure 1.

Courses in the program are designed to cover all aspects of PRA that are outside standard college backgrounds. Each subject or course serves a particular need and fits into an overall sequence.

PRA Fundamentals is primarily a lecture course that provides an overall understanding and perspective of PRA and its applications.

The topical courses go into detail in all the PRA subdisciplines the analyst needs to perform or review a PRA. Every topical course starts with the fundamentals of the subject to permit participants with little or no previous knowledge to get started. These courses include lectures, examples, and a large number of problems to solve in class.

The seminars are conducted by a number of instructors who are experts in specific areas. Lecture is the primary mode of instruction, but ample opportunities for discussion are included.

The workshop provides actual practice in using PRA methodology. Classroom problem-solving is supplemented by lectures on special topics such as external events.

General PRA Course Information

CLASS SCHEDULE

The typical course day has six hours of instruction. Classes begin promptly at 0845 and at 1620 or earlier to permit use of the NRC shuttle bus service.

The schedule includes a 10-minute break every hour or so and a 1-hour lunch period. Returning to class promptly is important.

PARKING

Parking is available in the lot to the west of the building. In order to use this lot, you must obtain a magnetic entry card from the guard inside the building. The guard also provides a visitor's pass to display inside your windshield. The magnetic entry card must be returned to the guard as soon as you have parked. Failure to prominently display the pass could result in a hard-to-remove sticker being placed on your windshield or possibly your car being towed away. This procedure must be followed each day.

TELEPHONE

Telephone messages can be left at (301) 443-7997. These messages are posted on the classroom door for answering at break times or, preferably, at noon or the end of the class day. The two phones in the classroom offices can be used for outgoing short calls, but not while class is in session.

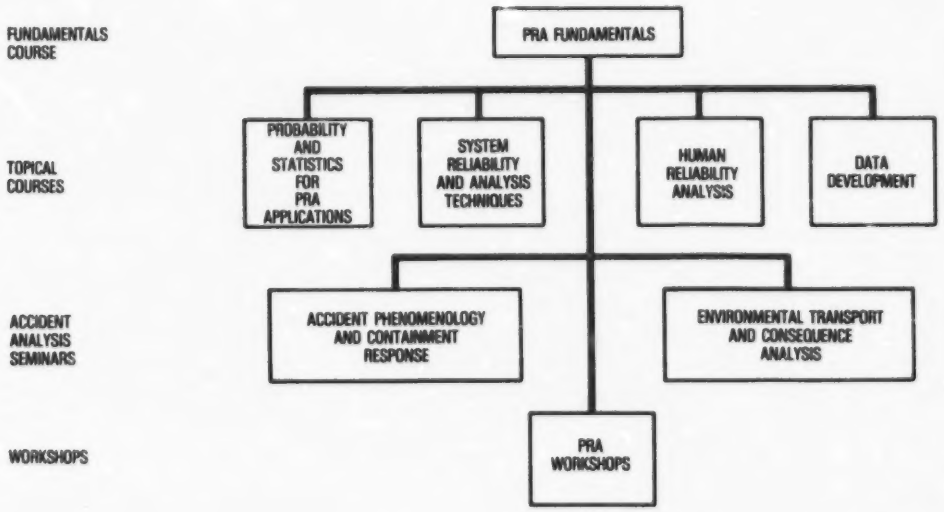

Figure 1

EATING FACILITIES

Refreshments can be purchased at the cafeteria in the basement of the building. The door is often locked so that you cannot leave the cafeteria without punching a code box on the right. You will be given the current combination when the class starts. Other eating facilities are also available within walking distance.

You may bring food and beverages into the classroom. However, you are expected to leave the classroom free from litter at the end of each day. Maintenance does not regularly clean this area.

SMOKING

Smoking is not permitted in the classroom.

RESTROOMS

Restrooms are located on each side of the elevator on each floor.

COURSE MATERIALS

The PRA program supplies course notes and supplemental books or reports, as required. Distribution of these materials is normally limited to attendees. Materials cannot be mailed.

You must supply paper, pen or pencil, and calculator, if desired. Forms should be completed in black or red so that they can be reproduced.

Course materials can be left in the classroom overnight, but the door will not be locked. NRC cannot be responsible for valuables, such as calculators.

COURSE EVALUATION

You will be asked to submit an unsigned evaluation at the end of each course. This feedback is very important to NRC and the instructors, so please complete the form carefully. Also feel free to discuss any problems with the NRC program coordinator during breaks or after class.

CERTIFICATES AND CREDIT

Successful completion of a course requires a minimum attendance of 75 percent. You are responsible for signing the roster sheet twice a day.

Certificates of completion are distributed through your training coordinator, usually within 30 days after the course. An official record of course completion is submitted to the Office of Personnel Management, and an entry of completion is also made in your personnel record.

You are expected to actively participate in the class. In some courses, class problems are presented for solving by individuals or teams. Brief reviews may also be given. Short reading or problem assignments may be given as homework.

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SECTION VII

AGENCY-SPONSORED GRADUATE LEVEL MULTIDISCIPLINARY PROGRAMS

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SECTION VII
AGENCY-SPONSORED GRADUATE LEVEL MULTIDISCIPLINARY PROGRAMS

The NRC has recognized the organizational need to provide for training in: (1) a multidisciplinary approach to the study and application of safety and health aspects of accident prevention; and (2) a multidisciplinary program in the use of a systems approach to management, human factors and systems technology. In the latter case, there are options of applicability in information systems, R&D and safety management, as well as engineering systems analysis and management.

Though training in these areas may be pursued through individual courses of instruction, they must generally be taken on off-duty hours; representing a heavy personal, voluntary commitment of an employee's time. By approving, as an NRC-approved program, the pursuit of a full program of study, potentially leading to a degree in Safety, Safety Management, Systems Management and Engineering Systems Analysis and Management, the NRC would make this personal commitment appealing to the more senior managers and technical specialists responsible for establishing standards for and regulating the highly complex nuclear industry and to whom this training is most applicable. The NRC has, therefore, approved the proposal to formalize education in the areas mentioned above as NRC-approved programs satisfying an organizational need. Training within this program will be requested by the use of an NRC Form 368, will require approval by the Office Directors and will be authorized by the Director, Management Development and Training Staff, Office of Administration, within the general guidelines that pursuit of the program to the awarding of a degree is not a requirement nor is pursuit of the program mandatory; however, the NRC, in approving such training recognizes that its completion could and, in all probability will lead to the receipt of a degree. Regional offices shall have the same opportunity to participate if similar programs are locally available and EDO* Headquarters' approval is obtained.

The following information briefly describes the thrust of the approved courses of study.

SYSTEMS ANALYSIS AND MANAGEMENT

This program leads to the degree of Master of Science. Students are prepared for responsible positions in the practice of systems analysis.

The student should achieve a broad understanding of the administrative and decisionmaking process and of the systems approach to managerial problem solving, and be competent in applying mathematical and statistical techniques to the solution of managerial problems.

The graduate should be able to develop insight into the variety and nature of managerial problems, their causes, and possible cures. In addition, the graduate should understand the importance of the human factor in administration and be able to apply scientifically based analysis and quantitative methods in dealing with managerial problems. The systems viewpoint will help in learning to arrange and relate information about the organizational unit in which a problem exists. Whether the student aspires to be a manager or to be a staff person dealing with managerial matters, the student should acquire concepts and experiences helpful in preparing for such a position.

SYSTEMS MANAGEMENT

This unique program is designed to meet the graduate educational needs of managers in a modern technological environment who are seeking approach and its use in the formulation of strategy and policy decisions.

The curriculum should consist of Systems Management core sources, Human Factors core courses, elective courses, and courses chosen by the student from one of three specialty options.

The core courses in Systems Management stress principles, functions and practices. In developing the qualitative and quantitative aspects of the manager's role, the latest tools of analysis and practices in systems management and applied decision-theory are emphasized. The curriculum is designed to develop an analytical and integrative viewpoint in the student. The primary problems are to utilize and allocate resources, and to apply systems mangement theory.

The core courses in Human Factors provide the student with the knowledge and understanding of the overall characteristics and performance of the human being as a system component, and emphasize the interaction of this vital component in the man-machine-environment relationship. The student is trained to optimize human capabilities and performance, and effectively allocate human resources.

Specialty options are: R&D, Information Systems and Safety Management.

SAFETY

The Master of Science in Safety Program is designed to provide the graduate educational requirements for the safety professional and to help meet the increasing needs for such skilled personnel in industry, government agencies, the Armed Forces, and communities.

This unique program presents a multidisciplinary approach to the study and application of the safety and health aspects of accident

*Executive Director for Operations, NRC.

prevention. In this regard, the following areas are examined: Management, Technology, Human Factors, Health, Environment and Communication.

Although this degree program is structured to carry college graduates through the curriculum leading to the Master of Science in Safety, it is able to accommodate others interested in enrolling only in certain safety courses and who are not seeking a Master's Degree.

These non-degree-seeking students must obtain department approval to register for each course and can take no more than four courses for credit as a limited status student.